

teams, adapt to changing processes, and resolve challenges quickly. By developing these skills, learners can improve productivity, support innovation, and contribute to overall operational success.

AMA Microcourse Title	Duration (min)
Understanding Disruption and Preparing for Breakthrough Growth	20
AI Essentials: A Basic Understanding for All	25
Creative Thinking Techniques	18
Key Components of Critical Thinking	20
The ART of Analytical Thinking	26
Effective Problem Solving and Decision Making Tools	20
Fostering Creativity and Innovation in Others	18
Adopting an AI Mindset	27
Analyzing Data Using the DASA Model	20
Creating a Work Breakdown Structure (WBS)	23
AI: Upskill and Reskill	20
Enhancing Communication Skills	20
Utilizing Effective Risk-Response Strategies	20
Applying Mindful Behaviors at Work	20
Developing Awareness that Leads to Emotional Regulation	20
Managing Projects Effectively	20
Turning Resistance and Conflict into Collaboration and Consensus	22
Establishing Presence and Credibility	20
Planning for Success	20
Creating Boundaries and Balance	20
Routines that Support Efficiency and Productivity	21
Tips for Managing Progressive Discipline	20
Strategies for Managing Situational Conflict	20
Motivating and Influencing Throughout the Organization	20
Manager's Guide to Collaboration	20
Building Better Work Relationships	20
Creating a Motivational Climate	15
Building a 360-Degree Network	20
Enhancing Team Unity and Success	20
Leveraging Feedback to Strengthen Employee Commitment	20

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