

Information Technology: These courses help professionals explain complex concepts clearly, collaborate across departments, and manage projects effectively in fast-changing environments. By developing these skills, learners can enhance problem-solving, strengthen client relationships, and drive innovation in technology solutions.

AMA Microcourse Title	Duration (min)
Creative Thinking Techniques	18
AI Essentials: A Basic Understanding for All	25
Effective Problem Solving and Decision Making Tools	20
Fostering Creativity and Innovation in Others	18
Becoming a Strategic Thinker	20
Key Components of Critical Thinking	20
The ART of Analytical Thinking	26
Five Phases of the Creativity-to-Innovation Process	20
Adopting an AI Mindset	27
AI: Balance the Risks and Opportunities	20
AI: From Algorithms to Decisions	20
AI: Create a Strategic Roadmap with ENGAGE	20
Managing Projects Effectively	20
Analyzing Data Using the DASA Model	20
Creating a Work Breakdown Structure (WBS)	23
Utilizing Effective Risk-Response Strategies	20
Tips for Managing Progressive Discipline	20
AI: Upskill and Reskill	20
Applying Mindful Behaviors at Work	20
Establishing Presence and Credibility	20
Creating Boundaries and Balance	20
Enhancing Communication Skills	20
Principles of Effective Business Writing	20
Building Better Work Relationships	20
Building Your Strengths as a R.E.A.L. Team Player	23
Delegation for Growth and Development	20
Giving and Receiving Feedback	22
Leveraging Feedback to Strengthen Employee Commitment	20
Persuasive Techniques to Influence Others	20

	Next Steps: Browse the Work-Based Learning database & sign up for an opportunity. SENIORS: Save course certifications & complete the scholarship application.
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