

THRIVE AND SURVIVE IN THE WORKPLACE, CERTIFICATE OF COMPLETION

Requirements

The Thrive and Survive in the Workplace Certificate enables students to develop professional etiquette techniques and self management strategies. It also explores best practices for employees to thrive and survive at work. These skills and strategies can open up additional work and advancement opportunities. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even more work opportunities.

There are no prerequisite requirements for this program, and courses are open to all students.

Code	Title	Units
PROW NC051	Secrets of a Great Employee	0
PROW NC028	Increasing Diversity, Equity, and Inclusivity in the Workplace	0
PROW NC068	Professional Etiquette	0
PROW NC064	The Accountability Advantage	0

Learning Outcomes

1. Construct a personal accountability plan for a current workplace situation.
2. Identify one's knowledge and current practice based on the professional etiquette survey by writing a personal reflection paper.
3. Describe and create individual action plans for implementing different strategies to thrive and surviving in the workplace.