

## Specialist Certificate Tracking Form for Workplace Productivity



If your business focus is working with micro and small businesses, the workplace productivity track is a great place to start building your knowledge and hone in on this market. This educational track will help you to strengthen your foundation in workplace productivity through the development of three basic class divisions. Choosing classes from each division will equip the workplace productivity consultant with a well-rounded diversity of knowledge:

**To earn the NAPO Specialist Certificate in Workplace Productivity, you must complete a minimum of eight (8) classes in the following:**

### Completion of (2) Two Core Classes

The Core classes focus on factors affecting managing business aspects like planning, staffing, and business issues and productivity including project and team management.

| NAPO U Class ID | Class Name   | Class selected | Date Complete | Cost ** | Time (hrs) | CEU Credit | Class Type | Code Words |    |    |
|-----------------|--|----------------|---------------|---------|------------|------------|------------|------------|----|----|
| PO-110          | <a href="#">Going Paperless</a>                                    |                |               | \$45    | 1.0        | 1          | OD         | 1)         | 2) | 3) |
| PO-203          | <a href="#">Time Management from the Inside Out</a>                |                |               | \$149   | 4.0        | 4          | LW         | 1)         | 2) | 3) |
| PO-206          | <a href="#">Project Management for Professional Organizers ***</a> |                |               | \$90    | 2.0        | 2          | LW / OD    | 1)         | 2) | 3) |
| PO-213          | <a href="#">Productivity Chain Assessment</a>                      |                |               | \$90    | 1.5        | 1.5        | OD         | 1)         | 2) | 3) |
| PO-306          | <a href="#">Applying the Science of Time Management</a>            |                |               | \$180   | 2.25       | 2.0        | OD         | 1)         | 2) | 3) |
| PO-404          | <a href="#">Classic Time Management Systems</a>                    |                |               | \$90    | 2.25       | 2          | OD         | 1)         | 2) | 3) |

### Completion of (2) Two Client Interaction Classes

The Client Interaction classes focus on ways in which you interpersonally relate to your clients through recognition and boundaries and help you to connect with your clients to provide a teaching environment.

| NAPO U Class ID | Class Name   | Class selected | Date Complete | Cost ** | Time (hrs) | CEU Credit | Class Type | Code Words |    |    |
|-----------------|--|----------------|---------------|---------|------------|------------|------------|------------|----|----|
| PO-301          | <a href="#">Transference of Organizational Skills ***</a>      |                |               | \$90    | 2.0        | 2          | OD         | 1)         | 2) | 3) |
| PO-303          | <a href="#">Understanding Learning and Thinking Styles ***</a> |                |               | \$135   | 3.0        | 3          | LW         | 1)         | 2) | 3) |
| PO-403          | <a href="#">Managing Client Expectations ***</a>               |                |               | \$90    | 1.5        | 1.5        | OD         | 1)         | 2) | 3) |

### Completion of (4) Four Skills Classes

The Skills classes offer a variety of subjects to sharpen already present skill-sets or to add new tools to your toolbox to expand your marketability for helping business clients remain relevant in a demanding professional environment.

| NAPO U Class ID | Class Name  | Class selected | Date Complete | Cost ** | Time (hrs) | CEU Credit | Class Type | Code Words |    |    |
|-----------------|---|----------------|---------------|---------|------------|------------|------------|------------|----|----|
| PO-111          | <a href="#">Technology Solutions for Happier Clients</a>                  |                |               | \$90    | 2.0        | 2          | OD         | 1)         | 2) | 3) |
| PO-112          | <a href="#">Utilizing Lean Principles in Home and Office Environments</a> |                |               | \$15    | 1.5        | 1          | ODCR *     | 1)         | 2) | 3) |
| PO-212          | <a href="#">Art of Tactical Time Management</a>                           |                |               | \$15    | 1.5        | 1          | ODCR *     | 1)         | 2) | 3) |
| PO-214          | <a href="#">Digital Disorganization</a>                                   |                |               | \$45    | 1.0        | 1          | OD         | 1)         | 2) | 3) |
| PO-215          | <a href="#">Holistic Time Management; Learn, Teach, Sell</a>              |                |               | \$15    | 1.5        | 1          | ODCR *     | 1)         | 2) | 3) |
| PO-216          | <a href="#">Organizing Electronic Documents and Records</a>               |                |               | \$15    | 1.5        | 1          | ODCR *     | 1)         | 2) | 3) |

Upon completion of your 8 classes, log on to NAPO University and apply here: <https://www.pathlms.com/napo/courses/2869>

**Class Type:** LW = Live Webinar / OD = On Demand / ODCR = On Demand Conference Recording

\* If you are a member of a NAPO chapter who has purchased the Conference Records then you will be automatically granted access to these recordings at no cost. If a class was taken at conference, your cost would be zero.

\*\* The cost of coursework for each certificate begins around \$350. If you are interested in earning both NAPO Specialist Certificates (Residential Organizing and Workplace Productivity) we suggest you review the benefits of the Passion for Learning Bundle priced at \$440.

\*\*\* These classes are listed in both the Workplace Productivity and Residential Organizing NAPO Specialist Certificates course options. Up to two classes may be applied to both the Workplace Productivity and Residential Organizing tracks.