

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
OD 1-110	Going Paperless to Boost Productivity			\$45	1.0	1	OD	1) 2) 3)
OD 2-206	Project Management for Professional Organizers			\$90	2.0	2	OD	1) 2) 3)
OD 2-213	Productivity Chain Assessment			\$90	1.5	1.5	OD	1) 2) 3)
OD 3-306	Applying the Science of Time Management			\$90	2.25	2.0	OD	1) 2) 3)
OD 4-404	Classic Time Management Systems			\$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
OD 3-301	Transference of Organizational Skills			\$90	2.0	2	OD	1) 2) 3)
OD 3-303	Understanding Learning and Thinking Styles			\$135	3.0	3	OD	1) 2) 3)
OD 4-401	The Magic of Motivating			\$90	2.0	2	OD	1) 2) 3)
OD 4-403	Managing Client Expectations			\$90	1.5	1.5	OD	1) 2) 3)
OD 4-424	When Communication Works: How to Communicate Effectively with Clients			\$90	2.0	2	OD	1) 2) 3)
OD 4-426	Transform Your Client Relationships: An Introduction to Coaching			\$90	2.0	2	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
OD 1-111	Technology Solutions for Happier Clients			\$90	2.0	2	OD	1) 2) 3)
CR 1-112	Utilizing Lean Principles in Home and Office Environments			\$15	1.5	1	CR *	1) 2) 3)
CR 1-115	Eliminate Email Overwhelm for You and Your Clients			\$15	1.5	1	CR *	1) 2) 3)
OD 2-212	Art of Tactical Time Management			\$45	1.0	1	OD	1) 2) 3)
CR 2-214	Digital Disorganization			\$15	1.5	1	CR *	1) 2) 3)
CR 2-215	Holistic Time Management; Learn, Teach, Sell			\$15	1.5	1	CR *	1) 2) 3)
CR 2-216	Organizing Electronic Documents and Records			\$15	2.5	2	CR *	1) 2) 3)
CR 2-223	Organizing the Absent-Minded Professor			\$15	1.5	1	CR *	1) 2) 3)
CR 2-225	How to Prioritize When Everything's Important			\$15	1.5	1	CR *	1) 2) 3)
CR 3-309	Bridging to Corporate Organizing and Productivity			\$15	1.5	1	CR *	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: L = Live Webinar / OD = On Demand / CR = 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 \$475.

*** These classes are listed across the board in Client Interaction Classes for all NAPO Specialist Certificates class options. Up to two classes may be applied twice to Specialist Certificate Tracks.

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