OSU Pride Works Virtual Certificate Program: Productivity and Time Management

A Productivity and Time Management Certificate Program

The Productivity and Time Management Certificate Program offers practical methods on how to utilize time to accomplish tasks and achieve goals while maintaining a work-life balance. Learn to differentiate between urgent and important tasks, optimize time, overcome procrastination, reduce stress from managing many responsibilities, and maintain a positive outlook. The certificate program has different components to accommodate a variety of learning styles. There are online courses to complete at your own pace as well as two virtual courses facilitated by a live instructor: offering an opportunity for discussion and feedback. Moreover, the attendance of an OSU in Tulsa Staff Conference (Spring or Fall) is required in order to complete the certificate program.

ENROLLMENT INSTRUCTIONS- CLICK HERE

Listed below are the steps to complete this certificate:

1. Complete all the LinkedIn online courses below:

   ❖ **Finding Your Time Management Style** (1 hr., 14 min.)

   ❖ **Time Management Fundamentals** (1 hr., 45 min.)

   ❖ **Strategies to Get (and Stay) Unstuck** (55 min.)

   ❖ **Productivity Tips: Finding Your Productive Mindset** (59 min.)

2. Attend two (2) live, virtual courses:

   ❖ **Building Time Management Habits**
   ❖ **Manage Habits, Manage Time**

3. Attend an OSU in Tulsa staff conference within a two-year period (either the Spring or Fall Staff Conference)

4. Complete the Productivity and Time Management certificate program within one year of enrolling

   ❖ You can view your progress at any time on your training transcript.

Enrollment Instructions for Productivity and Time Management Certificate Program

Directions: Complete both part one and part two to enroll in this certificate program.

Part One- Enrolling in the Certificate Program

To enroll in this certificate program, complete the following steps:

1. Open an internet browser and type **talent.okstate.edu** and hit enter.

2. Enter your login email address and password.

3. In the search bar in the upper right corner of the screen, type in OSU Pride Works and press enter.

4. Several options will appear. Click on OSU Pride Works Virtual Certificate Program: Productivity and Time Management

5. Click on "Open Curriculum". To ensure you have registered, hover over the Learning tab at the top of the page and click on "View Your Transcript."

6. Under the Virtual Courses Section, find at least two (2) courses you want to attend, and click activate under "options" next to those sessions.

7. To access the online courses, click Launch under "options"

Part Two-Enrolling in Specific Courses within the Certificate Program

To enroll in specific courses within the certificate program, complete the following steps:

1. Open an internet browser and type **talent.okstate.edu** and hit enter.

2. Enter your login email address and password.

3. Hover over the Learning tab at the top of the page and click on Events Calendar.

4. To the far left of the Calendar, there is a Location filter. Click the X so the location displays "All." This will show all training courses. Also, this must be done each time you enroll in a course in order to see all offered training courses.

5. Look through each month for course offerings and click on the desired training course link on the calendar.

6. Click on Request.

7. To enroll in additional courses, follow steps 4-6 for each enrollment.

If you have questions or need additional assistance, contact the Human Resources Department at OSU in Tulsa at tulsa.hr@okstate.edu or 918-594-8221.