



Business Management & Administration: These courses help professionals build trust, manage conflict, and make informed decisions while working with diverse teams. By mastering these skills, learners are better prepared to lead with confidence, drive productivity, and support organizational success.

AMA Microcourse Title	Duration (min)
AI Essentials: A Basic Understanding for All	25
AI: From Algorithms to Decisions	20
Five Phases of the Creativity-to-Innovation Process	20
Effective Problem Solving and Decision Making Tools	20
Analyzing Data Using the DASA Model	20
Key Components of Critical Thinking	20
Leading the PAC: Researching and Presenting Data	20
Presenting Visually Compelling Data	15
Statistical Analysis Tools and Techniques	20
Strategy Development and Execution - The ADEPTT Model	27
AMA's Legal Guide for Managers and Supervisors	30
Diversity and Inclusion: Creating an Inclusive Culture	15
Managing Projects Effectively	20
Creating a Work Breakdown Structure (WBS)	23
Communication Skills of a Credible Leader	21
Leading with Emotional Intelligence in the Workplace	20
Leading Your Team Through Ambiguity	20
The Manager's Role as Facilitator	20
Recognizing and Navigating Unconscious Bias	20
The Perception of Tone in Virtual Communications	20
AI: Upskill and Reskill	20
Building and Maintaining Trust	20
Building Better Work Relationships	23
Building Your Strengths as a R.E.A.L. Team Player	20
Coaching for Performance	20
Creating a Culture of Belonging	20
Enhancing Team Unity and Success	20
Tips for Leading Flawless Virtual Meetings	20
Building a 360-Degree Network	20

<p>WVIA Careers That Work Videos</p> <p>Systems Analyst (3.59 min)</p> <p>Electrician (4.39 min)</p>	<p>Next Steps:</p> <p>Browse the Work-Based Learning database & sign up for an opportunity.</p> <p>SENIORS: Save course certifications & complete the scholarship application.</p>
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