



Finance: These courses help professionals explain complex information clearly, collaborate with colleagues and clients, and navigate challenges with integrity. By building these skills, learners can strengthen client relationships, improve teamwork, and contribute to long-term organizational success.

AMA Microcourse Title	Duration (min)
AI Essentials: A Basic Understanding for All	25
Key Components of Critical Thinking	20
Presenting Visually Compelling Data	15
The ART of Analytical Thinking	26
Effective Problem Solving and Decision Making Tools	20
Accounting 101	20
Adopting an AI Mindset	27
AI: A Framework for Ethical Application	20
Balancing the Books: Booking Journal Entries	20
The Role of the Controller	19
Creating a Work Breakdown Structure (WBS)	23
Creating and Presenting Operational Budgets	15
Managing Projects Effectively	20
Applying Mindful Behaviors at Work	20
Developing and Organizing Presentation Content	18
Developing Awareness that Leads to Emotional Regulation	20
Key Presentation Skills: Balancing Verbal and Non-Verbal Messages	20
Routines that Support Efficiency and Productivity	21
Planning for Success	20
Enhancing Communication Skills	20
Turning Resistance and Conflict into Collaboration and Consensus	22
Motivating and Influencing Throughout the Organization	20
Building Credibility and Trust for Improved Communication	23
Communication Skills of a Credible Leader	21
Building a 360-Degree Network	20
Building Your Strengths as a R.E.A.L. Team Player	23
Establishing Presence and Credibility	20
Crafting a Strategy for Your Negotiation	21
Manager's Guide to Collaboration	20
Building and Maintaining Trust	20

WVIA Careers That Work Videos Loan Officer (3.57 min)	Next Steps: Browse the Work-Based Learning database & sign up for an opportunity. SENIORS: Save course certifications & complete the scholarship application.
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