

Comprovante Atividades Profissionais

Cesar Moreno Fernandes – Etec Zona Leste

Habilidades Profissionais - 28/06

Complete

Complete 6 required

 <p>eLearning Colaboração efetiva (Ganhe o badge) Completed 25 Jun 2024</p>	 <p>eLearning Qualidade e agilidade na apresentação do... Completed 26 Jun 2024</p>	 <p>eLearning Resolvendo problemas com pensamento criti... Completed 27 Jun 2024</p>	 <p>eLearning Habilidades Interpessoais (Ganhe ... Completed 28 Jun 2024</p>	 <p>eLearning Apresente com propósito (Ganhe o... Completed 28 Jun 2024</p>
 <p>Digital Credential Working in a Digital World: Professional... Issued 28 Jun 2024</p>				










IBM SkillsBuild

Working in a Digital World: Professional Skills






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Interpersonal Skills

<p>Introduction Course welcome</p>  <p>5 Minutes</p>	<p>Before you begin ...</p>  <p>5 Minutes</p>	<p>Communication styles Topic 1</p>  <p>5 Minutes</p>	<p>Becoming a better communicator Topic 2</p>  <p>15 Minutes</p>
<p>Behaving assertively Topic 3</p>  <p>10 Minutes</p>	<p>Increasing influence Topic 4</p>  <p>10 Minutes</p>	<p>Approaching workplace conflict Topic 5</p>  <p>15 Minutes</p>	<p>Resolving workplace conflict Topic 6</p>  <p>10 Minutes</p>
<p>Show what you know! Summary and quiz</p>  <p>15 Minutes</p>			



<div>Introduction</div> <div>Course welcome</div> <div></div> <div>5 Minutes</div>	<div>Before you begin ...</div> <div></div> <div>5 Minutes</div>	<div>Collaboration basics</div> <div>Topic 1</div> <div></div> <div>5 Minutes</div>	<div>Behaviors that improve collaboration</div> <div>Topic 2</div> <div></div> <div>5 Minutes</div>
<div>Team collaboration</div> <div>Topic 3</div> <div></div> <div>10 Minutes</div>	<div>Virtual collaboration</div> <div>Topic 4</div> <div></div> <div>5 Minutes</div>	<div>Virtual collaboration tools</div> <div>Topic 5</div> <div></div> <div>10 Minutes</div>	<div>Effective virtual meetings</div> <div>Topic 6</div> <div></div> <div>10 Minutes</div>
<div>Show what you know!</div> <div>Summary and quiz</div> <div></div> <div>15 Minutes</div>			



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✔ Present with Purpose

<div>Introduction</div> <div>Course welcome</div> <div></div> <div>5 Minutes</div>	<div>Before you begin ...</div> <div></div> <div>10 Minutes</div>	<div>Focus on your objectives</div> <div>Topic 1</div> <div></div> <div>10 Minutes</div>	<div>Identify your audience</div> <div>Topic 2</div> <div></div> <div>15 Minutes</div>
<div>Build your presentation structure</div> <div>Topic 3</div> <div></div> <div>15 Minutes</div>	<div>Design your presentation slides</div> <div>Topic 4</div> <div></div> <div>15 Minutes</div>	<div>Present more effectively</div> <div>Topic 5</div> <div></div> <div>10 Minutes</div>	<div>Present more effectively: Techniques 1-2</div> <div>Topic 5, continued</div> <div></div> <div>15 Minutes</div>
<div>Present more effectively: Techniques 3-5</div> <div>Topic 5, continued</div> <div></div> <div>15 Minutes</div>	<div>Manage your nerves</div> <div>Topic 6</div> <div></div> <div>10 Minutes</div>	<div>Deal with the unexpected</div> <div>Topic 7</div> <div></div> <div>20 Minutes</div>	<div>Show what you know!</div> <div>Summary and quiz</div> <div></div> <div>15 Minutes</div>











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✓ Solving Problems with Critical and Creative Thinking

Introduction Course welcome  5 Minutes ✓	Before you begin ... The five steps  10 Minutes ✓	Identify: What's the problem? Step 1  5 Minutes ✓	Identify: Writing problem statements Step 1, continued  15 Minutes ✓
Analyze: What's really going on? Step 2  10 Minutes ✓	Explore: What are the options? Step 3  15 Minutes ✓	Select: What's the best solution? Step 4  15 Minutes ✓	Select: Ease and effectiveness matrix Step 4, continued  10 Minutes ✓
Implement: What will success look like? Step 5  10 Minutes ✓	Show what you know! Summary and quiz  15 Minutes ✓		

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✓ Deliver Quality Work with Agility

Introduction Course welcome  5 Minutes ✓	Before you begin ... The five steps  10 Minutes ✓	Prepare the work Step 1  15 Minutes ✓	Do the research Step 2  10 Minutes ✓
Decide what to do Step 3  10 Minutes ✓	Do the work Step 4  5 Minutes ✓	Deliver the work Step 5  5 Minutes ✓	Show what you know! Summary and quiz  15 Minutes ✓





Working in a Digital World: Professional Skills

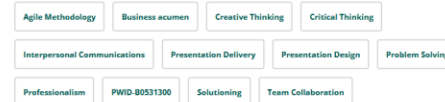
Issued by [IBM SkillsBuild](#)

This credential earner understands key skills for professional success and core soft skills needed in the information technology workforce. This includes creating and delivering presentations; using agile approaches for working professionally to deliver quality work and experiences to customers; collaborating effectively with teams; communicating with impact; dealing with challenges in a controlled and focused manner; and solving problems and implementing solutions.

[Learn more](#)

Learning Foundational Hours Free

Skills



Earning Criteria

Complete the Professional Skills learning plan, which includes these courses: Collaborate Effectively, Present with Purpose, Interpersonal Skills, Deliver Quality Work with Agility, and Solving Problems with Critical and Creative Thinking.

Complete the end-of-course assessments with a score of 80% or higher.

This credential is available to registered users of IBM SkillsBuild:

— [Adult learners \(age 18+\) can complete the credential here.](#)

[Click subject numbers and education credentials to see details here.](#)