

AggiesLEAD

CREDENTIALING SYSTEM FOR FACULTY AND STAFF

Office Productivity and Process Improvement (OPPI)

For the OPPI badge the Bronze, Silver and Gold level can be earned via completion of the following requirements:

- **BRONZE:** Core Curriculum + Measurement of Understanding (MoU)
- **SILVER:** Core Curriculum + Measurement of Understanding (MoU) + 3 Elective Courses
- **GOLD:** Core Curriculum + Measurement of Understanding (MoU) + 6 Elective Courses

Core Courses

In person session through CLOE:

- **CL-024:** Seven Habits of Highly Effective People
- **CL-030:** Effective Writing: Grammar and Mechanics
- **CL-037:** Increasing Your Personal Productivity
- **CL-064:** Customer Service Excellence
- **CL-088:** It is all about HOW we think

Online courses through Lynda.com:

- **OL-029:** Managing Meetings with Chris Croft
- **OL-030:** Time Management for Managers with Dave Crenshaw
- **OL-031:** Managing Your Calendar for Peak Productivity with Dave Crenshaw

Technology Courses through ITSDE:

- **o365111:** Skype for Business
- **o365108:** OneNote & OneDrive Get Organized
- **o365117:** Office 365 Tools Overview

Elective Courses

In person session through CLOE:

- **CL-005:** Building High Performance Teams: Five Dysfunctions of a Team
- **CL-025:** The Art of Giving and Receiving Feedback
- **CL-028:** Change Happens, Embrace It With Style
- **CL-073 or CL-074:** People Admin
- **CL-081:** Leading Effectively Across Generations
- **CL-084:** Crucial Conversations
- **CL-089:** Conflict is Inevitable but Combat is Optional

Online courses through Lynda.com:

- **OL-032:** Excel 2016: Tips and Tricks – Dennis Taylor
- **OL-033:** Excel 2016 Essential Training – Dennis Taylor
- **OL-034:** Learning Access 2016 – Adam Wilbert

Technology Courses through ITSDE:

- **Design101:** Email and Social Media Design Workshop
- **o365114:** Office Mix
- **o365113:** Access Getting Started
- **o365104:** Excel Getting Started
- **o365116:** Excel - Pivot Tables
- **o365107:** PowerPoint Essential Training
- **o365115:** Creating Infographics with PowerPoint
- **o365103:** Word Essential Training
- **o365105:** Word Going Further
- **VID101:** Recording and Editing Video (using what you have)
- **SC100:** Creating Interactive Lessons with SoftChalk
- **MM102:** Enhance Your PDF: Create Fillable Forms and Add Multimedia

To register for courses [click here](#)

For online courses through Lynda.com [click here](#)

For more information about the AggiesLEAD program contact CLOE at cloe@ncat.edu or 336-285-3767.

For questions about course registration contact ITSDE at training@ncat.edu or 336-285-4493.



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