Postgraduate Certificate
Personal Productivity and Project Management

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Personal Productivity and
Project Management

» Modality: **online**
» Duration: **6 weeks**
» Certificate: **TECH Technological University**
» Dedication: **16h/week**
» Schedule: **at your own pace**
» Exams: **online**
» Target Group: **Graduates, University Graduates or Graduates, professionals in the fields of Human Resources in the field of Human Resources, Labor Relations and Psychology, who wish to deepen their knowledge in this field.**

Website: **www.techtitute.com/us/school-of-business/postgraduate-certificate/personal-productivity-project-management**

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01
Welcome

Today, organizations and companies of all sectors and sizes are fully aware of the importance of productivity, as this unit of measurement is the most reliable indicator when it comes to measuring efficiency. In this sense, to ensure good productivity in organizations, it is crucial that there is good project management because, through it, it will ensure that each and every one of the parts that make it possible for a task to be completed successfully is being enhanced. On these two things, this program will focus on productivity and project management as a means to ensure good results in companies.

Postgraduate Certificate in Personal Productivity and Project Management.
TECH Technological University

Through this training, you will be able to understand and apply efficient of Projects management in your daily practice. Thus, you will become an invaluable asset to companies"

02
Why Study at TECH?

TECH is the world's largest 100% online business school. It is an elite business school, with a model based on the highest academic standards. A world-class center for intensive managerial skills education.

TECH is a university at the forefront of technology, and puts all its resources at the student's disposal to help them achieve entrepreneurial success"

At TECH Technological University

Innovation

The university offers an online learning model that balances the latest educational technology with the most rigorous teaching methods. A unique method with the highest international recognition that will provide students with the keys to develop in a rapidly-evolving world, where innovation must be every entrepreneur's focus.

"Microsoft Europe Success Story", for integrating the innovative, interactive multi-video system.

The Highest Standards

Admissions criteria at TECH are not economic. Students don't need to make a large investment to study at this university. However, in order to obtain a qualification from TECH, the student's intelligence and ability will be tested to their limits. The institution's academic standards are exceptionally high...

95% | of TECH students successfully complete their studies

Networking

Professionals from countries all over the world attend TECH, allowing students to establish a large network of contacts that may prove useful to them in the future.

+100000

executives prepared each year

+200

different nationalities

Empowerment

Students will grow hand in hand with the best companies and highly regarded and influential professionals. TECH has developed strategic partnerships and a valuable network of contacts with major economic players in 7 continents.

+500 | collaborative agreements with leading companies

Talent

This program is a unique initiative to allow students to showcase their talent in the business world. An opportunity that will allow them to voice their concerns and share their business vision.

After completing this program, TECH helps students show the world their talent.

Multicultural Context

While studying at TECH, students will enjoy a unique experience. Study in a multicultural context. In a program with a global vision, through which students can learn about the operating methods in different parts of the world, and gather the latest information that best adapts to their business idea.

TECH students represent more than 200 different nationalities.

Learn with the best

In the classroom, TECH's teaching staff discuss how they have achieved success in their companies, working in a real, lively, and dynamic context. Teachers who are fully committed to offering a quality specialization that will allow students to advance in their career and stand out in the business world.

Teachers representing 20 different nationalities.

> " *At TECH, you will have access to the most rigorous and up-to-date case analyses in academia"*

TECH strives for excellence and, to this end, boasts a series of characteristics that make this university unique:

Analysis

TECH explores the student's critical side, their ability to question things, their problem-solving skills, as well as their interpersonal skills.

Academic Excellence

TECH offers students the best online learning methodology. The university combines the *Relearning* methodology (the most internationally recognized postgraduate learning methodology) with Harvard Business School case studies. A complex balance of traditional and state-of-the-art methods, within the most demanding academic framework.

Economy of Scale

TECH is the world's largest online university. It currently boasts a portfolio of more than 10,000 university postgraduate programs. And in today's new economy, **volume + technology = a ground-breaking price**. This way, TECH ensures that studying is not as expensive for students as it would be at another university.

03
Why Our Program?

Studying this TECH program means increasing your chances of achieving professional success in senior business management.

It is a challenge that demands effort and dedication, but it opens the door to a promising future. You will learn from the best teaching staff and with the most flexible and innovative educational methodology.

We have highly qualified teachers and the most complete syllabus on the market, which allows us to offer you education of the highest academic level"

This program will provide you with a multitude of professional and personal advantages, among which we highlight the following:

01

A Strong Boost to Your Career

By studying at TECH, students will be able to take control of their future and develop their full potential. By completing this program, students will acquire the skills required to make a positive change in their career in a short period of time.

70% of students achieve positive career development in less than 2 years.

02

Develop a strategic and global vision of the company

TECH offers an in-depth overview of general management to understand how each decision affects each of the company's different functional fields.

Our global vision of companies will improve your strategic vision.

03

Consolidate the student's senior management skills

Studying at TECH means opening the doors to a wide range of professional opportunities for students to position themselves as senior executives, with a broad vision of the international environment.

You will work on more than 100 real senior management cases.

04

You will take on new responsibilities

The program will cover the latest trends, advances and strategies, so that students can carry out their professional work in a changing environment.

45% of graduates are promoted internally.

05

Access to a powerful network of contacts

TECH connects its students to maximize opportunities. Students with the same concerns and desire to grow. Therefore, partnerships, customers or suppliers can be shared.

You will find a network of contacts that will be instrumental for professional development.

06

Thoroughly develop business projects

Students will acquire a deep strategic vision that will help them develop their own project, taking into account the different fields in companies.

20% of our students develop their own business idea.

07

Improve soft skills and management skills

TECH helps students apply and develop the knowledge they have acquired, while improving their interpersonal skills in order to become leaders who make a difference.

Improve your communication and leadership skills and enhance your career.

08

You will be part of an exclusive community

Students will be part of a community of elite executives, large companies, renowned institutions, and qualified teachers from the most prestigious universities in the world: the TECH Technological University community.

We give you the opportunity to study with a team of world-renowned teachers.

04
Objectives

The objectives of this program are based on alleviating the educational needs of Human Resources professionals in this field. In this sense, a complete and optimal program has been realistically established to lead students to academic excellence and encourage them to efficiently advance in their professional careers. For all these reasons, this training will be for the student a journey of personal and professional growth that will lead him/her to the highest quality in his/her intervention as a psychologist and Human Resources professional.

If your goal is to expand your career as a specialist in HR, with the qualifications that will enable you to compete among the best, look no further. This training will give your career the boost it needs"

TECH makes the goals of their students their own goals too
Working together to achieve them

The **Postgraduate Certificate in Personal Productivity and Project Management** will enable students to:

01 Manage correctly the performance of workers in different projects

02 Enhance employee productivity through different methods and techniques

03 Examine time and personal energy management with the use of new technologies

04 Plan and control projects in such a way that you will be able to increase your company's productivity

05
Structure and Content

The syllabus of this Diploma has been designed and created by a team of experts in the field to respond, in a specific way, to the needs of Human Resources professionals. This compendium of contents has also been designed with a perspective focused on applied learning, allowing the professional to intervene successfully through a broad vision connected to the real environment of the profession. Therefore, this syllabus will become the student's main asset when it comes to successfully entering a labor market that increasingly demands more and more professionals specialized in the field.

A complete program created to offer psychologists an effective and fast learning process that is compatible with personal and professional life"

Syllabus

Undoubtedly, today, almost everyone is aware that, for an organization to be successful, the achievement of high productivity, understood as an indicator of process efficiency, is a vital part of the actual result. In this sense, it is not enough to hire and train personnel correctly; it is also necessary to carry out effective project management to maximize the results of each one of the organization's activities.

Being fully aware of this, TECH professionals have designed this Postgraduate Certificate that will provide Psychology and Human Resources professionals with the competencies that will enable them to design and implement adequate project management that, in addition, will be the main guarantee of productivity in the organization.

Along these lines, the Postgraduate Certificate will delve into the most innovative ways to examine employees' time and personal energy management through the use of new technologies. In this way, through the use of clocking programs or intranets, it will be possible to ensure the viability of the processes and that the best results are achieved from them.

Likewise, particular emphasis will be placed on the importance of productivity as a guarantee of organizational stability. Students will be taught how to increase production using the same resources, thereby better satisfying the needs of consumers, or how to obtain the same results using less resources.

This comprehensive compendium of content is designed to be taught in 100% digital format. Therefore, you will only need an electronic device with an Internet connection, and you will have access to the largest information bank imaginable. Also, since it is in an online format, you will be the one who decides when, how, and where to study, so you will not have to give up the rest of your daily activities in order to continue your education.

This Postgraduate Certificate is held over 6 weeks and is divided into 1 module:

Module 1	Personal Productivity and Project Management

Where, When and How is it Taught?

You can do it completely online, wherever and whenever you want and in a connected way, attending our workshops and virtual conferences.

A unique, key, and decisive educational experience to boost your professional development and make the definitive leap.

Module 1. Personal Productivity and Project Management

1.1. Time Management
1.1.1. Use of Time
1.1.2. Time Planning: Time Thieves
1.1.3. Development of Operational Plans and Management Control
1.1.4. New Technologies at the Disposal of Time: Outlook, Microsoft Project

1.2. Personal Energy Management
1.2.1. Personal Competencies and Management Skills
1.2.2. Interpersonal Skills
1.2.3. Conflict Resolution

1.3. Personal Stress Management Strategies
1.3.1. Stress: Basic Concepts and Its Role in Survival
1.3.2. *Eustress* and *Distress*
1.3.3. Stress Management Strategies: Cognitive, Behavioral and Emotional

1.4. Project Planning and Control
1.4.1. Scope Management
1.4.2. Project Schedule Management
1.4.3. Project Cost Management

1.5. Project Quality Management
1.5.1. Planning, Quality Assurance and Quality Control: Applicable Regulations
1.5.2. Project Risk Management and Technical Tools for Project Risk Management

1.6. People Management
1.6.1. Leadership Management and Team Management in Human Resources
1.6.2. Corporate Responsibility and Ethics of the Project Manager

1.7. Legal Aspects of Project Management
1.7.1. Recruitment Management
1.7.2. Procurement Planning (The Purchasing Cycle)
1.7.3. Contract Administration and Procurement

1.8. Project Financing
1.8.1. Economic-Financial and Risk Analysis
1.8.2. Financing Mechanisms
1.8.3. Program Financial Management (Budget, Program Control, Program Closing)

1.9. Communication and Project Sales
1.9.1. Communication and *Stakeholders*) Management
1.9.2. Project Sale Management

1.10. Quality Assessment in Knowledge Management and Project Management Trends
1.10.1. Information Management
1.10.2. ISO 10006
1.10.3. UNE 412001: Practical Guide to Knowledge Management
1.10.4. *Tiwana* Methodology

A unique, key, and decisive educational experience to boost your professional development"

06
Methodology

This academic program offers students a different way of learning. Our methodology uses a cyclical learning approach: **Relearning.**
This teaching system is used, for example, in the most prestigious medical schools in the world, and major publications such as the **New England Journal of Medicine** have considered it to be one of the most effective.

Discover Relearning, a system that abandons conventional linear learning, to take you through cyclical teaching systems: a way of learning that has proven to be extremely effective, especially in subjects that require memorization"

TECH Business School uses the Case Study to contextualize all content

Our program offers a revolutionary approach to developing skills and knowledge. Our goal is to strengthen skills in a changing, competitive, and highly demanding environment.

At TECH, you will experience a learning methodology that is shaking the foundations of traditional universities around the world"

This program prepares you to face business challenges in uncertain environments and achieve business success.

A learning method that is different and innovative

This TECH program is an intensive educational program, created from scratch to present executives with challenges and business decisions at the highest level, whether at the national or international level. This methodology promotes personal and professional growth, representing a significant step towards success. The case method, a technique that lays the foundation for this content, ensures that the most current economic, social and business reality is taken into account.

You will learn, through collaborative activities and real cases, how to solve complex situations in real business environments"

The case method has been the most widely used learning system among the world's leading business schools for as long as they have existed. The case method was developed in 1912 so that law students would not only learn the law based on theoretical content. It consisted of presenting students with real-life, complex situations for them to make informed decisions and value judgments on how to resolve them. In 1924, Harvard adopted it as a standard teaching method.

What should a professional do in a given situation? This is the question we face in the case method, an action-oriented learning method. Throughout the program, the studies will be presented with multiple real cases. They must integrate all their knowledge, research, argue and defend their ideas and decisions.

Our program prepares you to face new challenges in uncertain environments and achieve success in your career.
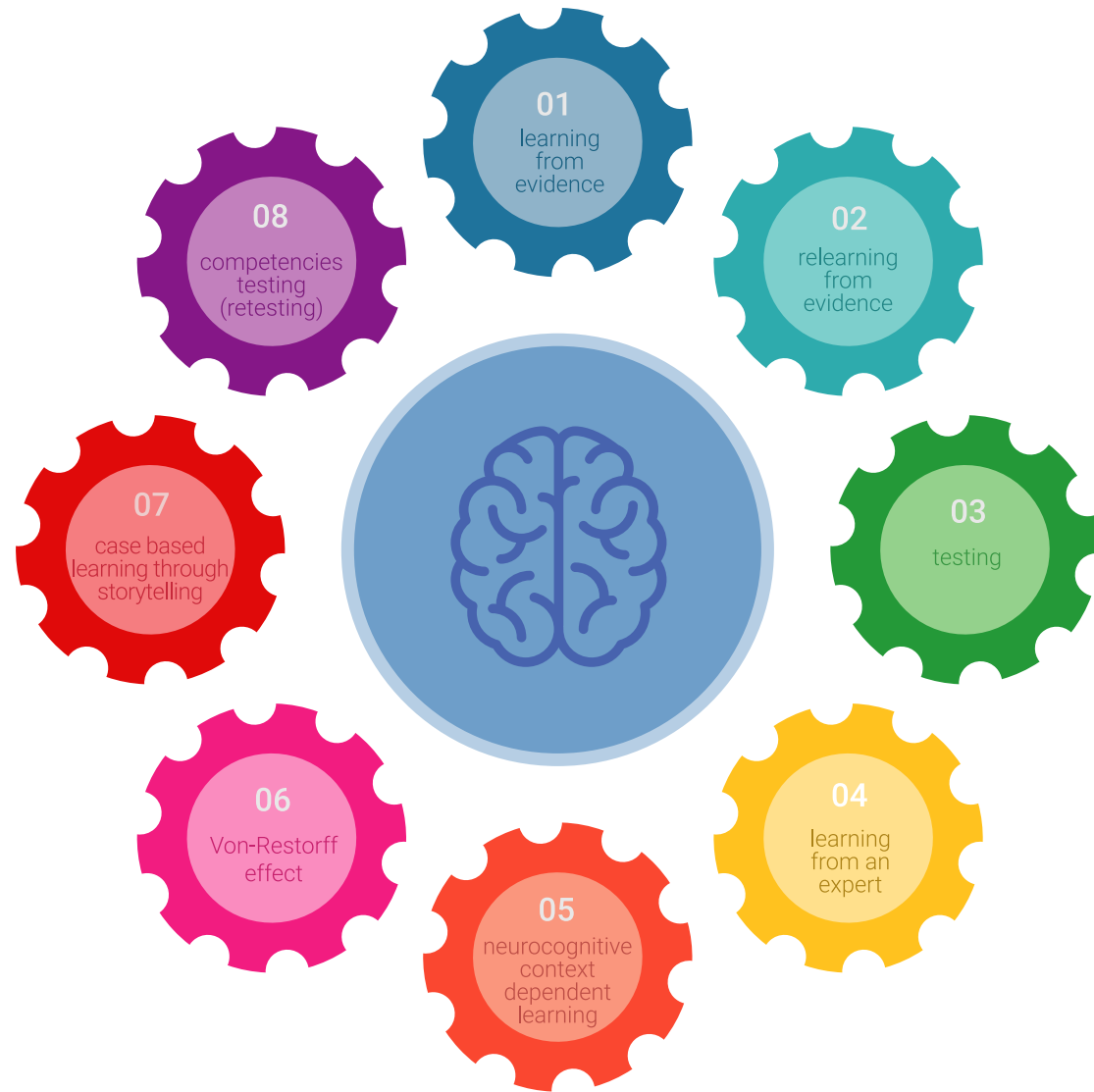
Relearning Methodology

TECH effectively combines the Case Study methodology with a 100% online learning system based on repetition, which combines different teaching elements in each lesson.

We enhance the Case Study with the best 100% online teaching method: Relearning.

Our online system will allow you to organize your time and learning pace, adapting it to your schedule. You will be able to access the contents from any device with an internet connection.

At TECH you will learn using a cutting-edge methodology designed to train the executives of the future. This method, at the forefront of international teaching, is called Relearning.

Our online business school is the only one in the world licensed to incorporate this successful method. In 2019, we managed to improve our students' overall satisfaction levels (teaching quality, quality of materials, course structure, objectives...) based on the best online university indicators.

01 learning from evidence

02 relearning from evidence

03 testing

04 learning from an expert

05 neurocognitive context dependent learning

06 Von-Restorff effect

07 case based learning through storytelling

08 competencies testing (retesting)

In our program, learning is not a linear process, but rather a spiral (learn, unlearn, forget, and re-learn). Therefore, we combine each of these elements concentrically. With this methodology we have trained more than 650,000 university graduates with unprecedented success in fields as diverse as biochemistry, genetics, surgery, international law, management skills, sports science, philosophy, law, engineering, journalism, history, markets, and financial instruments. All this in a highly demanding environment, where the students have a strong socio-economic profile and an average age of 43.5 years.

Relearning will allow you to learn with less effort and better performance, involving you more in your specialization, developing a critical mindset, defending arguments, and contrasting opinions: a direct equation to success.

From the latest scientific evidence in the field of neuroscience, not only do we know how to organize information, ideas, images and memories, but we know that the place and context where we have learned something is fundamental for us to be able to remember it and store it in the hippocampus, to retain it in our long-term memory.

In this way, and in what is called neurocognitive context-dependent e-learning, the different elements in our program are connected to the context where the individual carries out their professional activity.
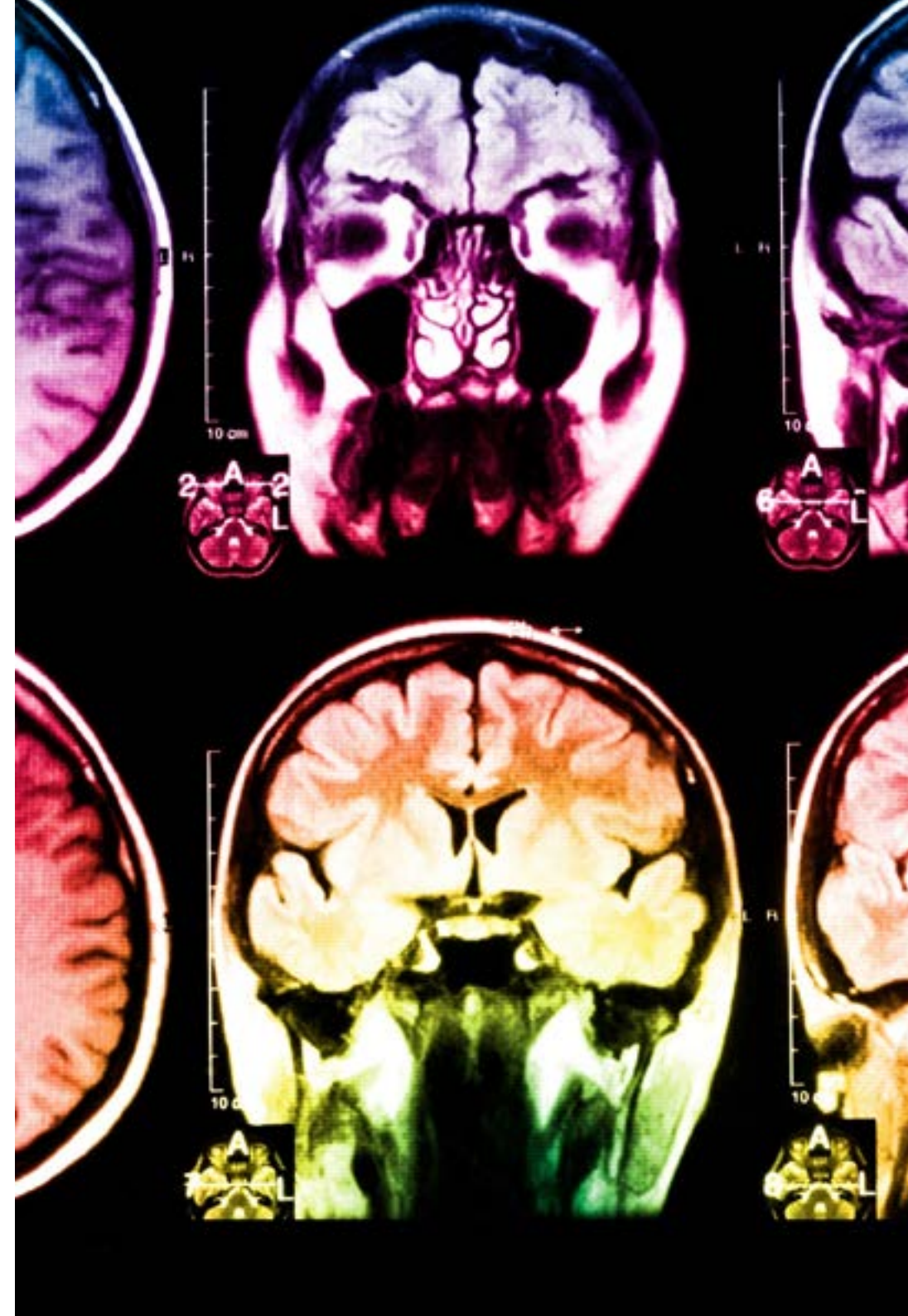
This program offers the best educational material, prepared with professionals in mind:
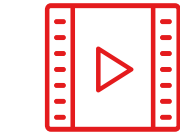
Study Material

All teaching material is produced by the specialists who teach the course, specifically for the course, so that the teaching content is highly specific and precise.

These contents are then applied to the audiovisual format, to create the TECH online working method. All this, with the latest techniques that offer high quality pieces in each and every one of the materials that are made available to the student.

Classes

There is scientific evidence suggesting that observing third-party experts can be useful.

Learning from an Expert strengthens knowledge and memory, and generates confidence in future difficult decisions.

Management Skills Exercises

They will carry out activities to develop specific executive competencies in each thematic area. Practices and dynamics to acquire and develop the skills and abilities that a high-level manager needs to develop in the context of the globalization we live in.

Additional Reading

Recent articles, consensus documents and international guidelines, among others. In TECH's virtual library, students will have access to everything they need to complete their course.
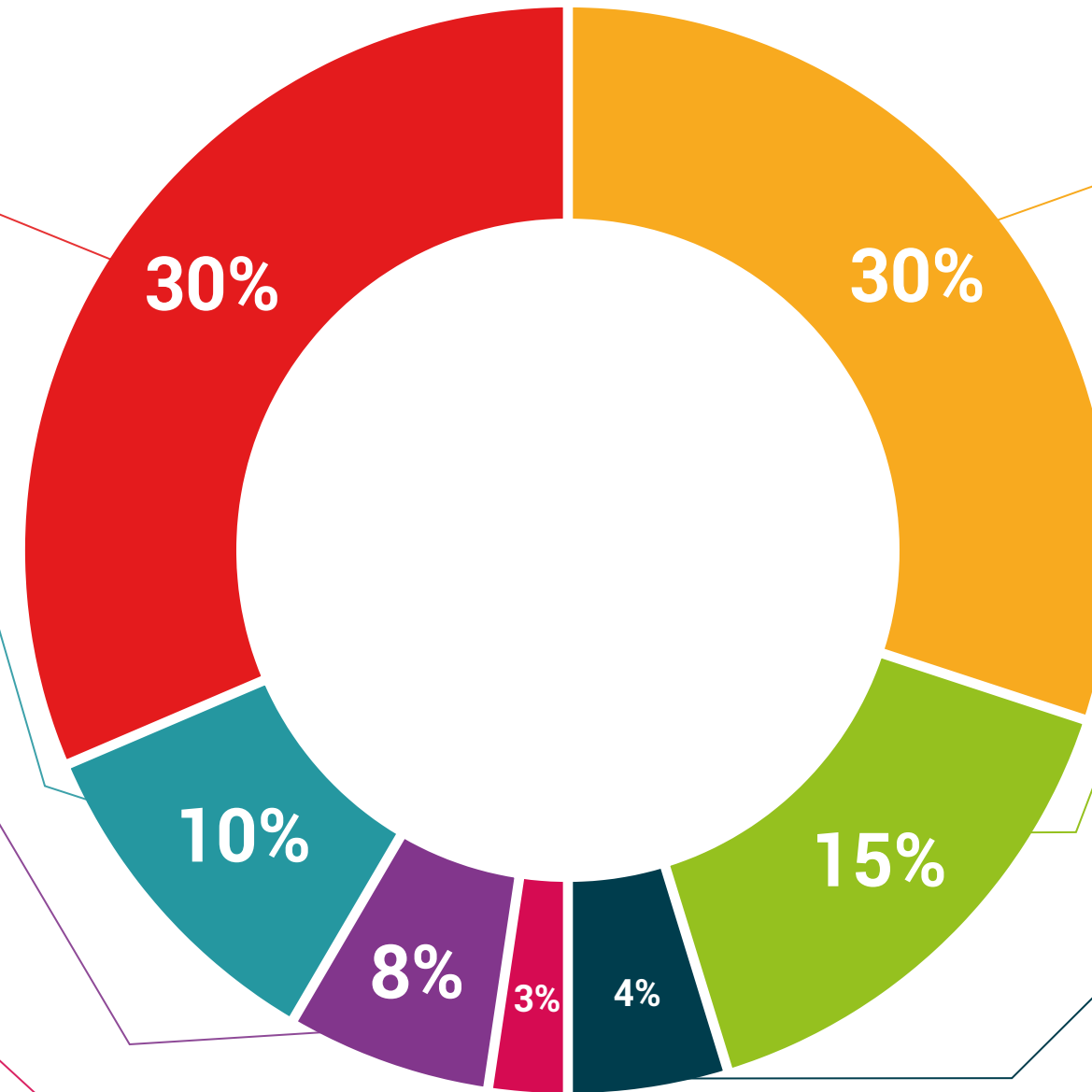
Case Studies

Students will complete a selection of the best case studies chosen specifically for this program. Cases that are presented, analyzed, and supervised by the best senior management specialists in the world.

Interactive Summaries

The TECH team presents the contents attractively and dynamically in multimedia lessons that include audio, videos, images, diagrams, and concept maps in order to reinforce knowledge.

This exclusive educational system for presenting multimedia content was awarded by Microsoft as a "European Success Story".

Testing & Retesting

We periodically evaluate and re-evaluate students' knowledge throughout the program, through assessment and self-assessment activities and exercises, so that they can see how they are achieving their goals.

30%

30%

15%

10%

8%

3%

4%

Our Students' Profiles

Our Postgraduate Certificate in Personal Productivity and Project Management is a program aimed at professionals in Labor Relations, Human Resources, and Psychology who want to update their knowledge in the area of Personal Productivity and Project Management and advance their professional career towards a promising future in this field. The compendium of knowledge they will acquire after completing this comprehensive program will enable them to practice in the field with guarantees of success and to position themselves as experts in digital entrepreneurship.
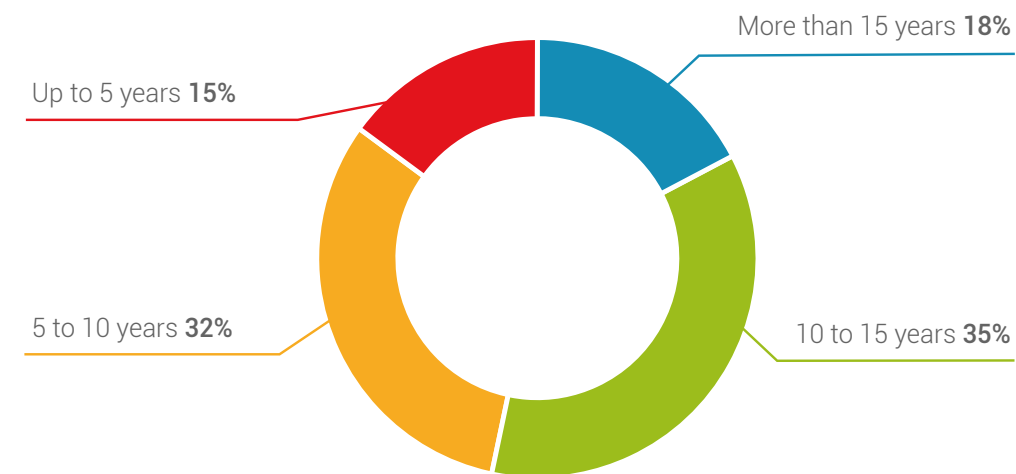
If you want to achieve an interesting improvement in your professional career while continuing to work, this is the program for you"
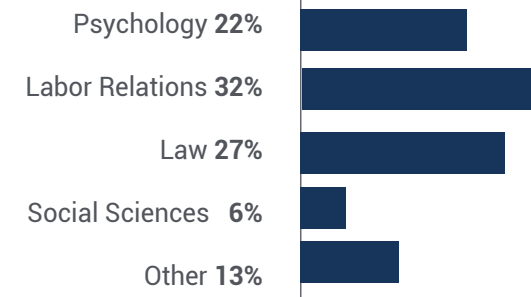
Average Age

Between **35** and **45** years old

Years of Experience

More than 15 years **18%**

Up to 5 years **15%**

5 to 10 years **32%**

10 to 15 years **35%**

Education

Psychology **22%**
Labor Relations **32%**
Law **27%**
Social Sciences **6%**
Other **13%**

Academic Profile

Human Resources **23%**
Law **28%**
Entrepreneurs **25%**
Management **10%**
Others **14%**
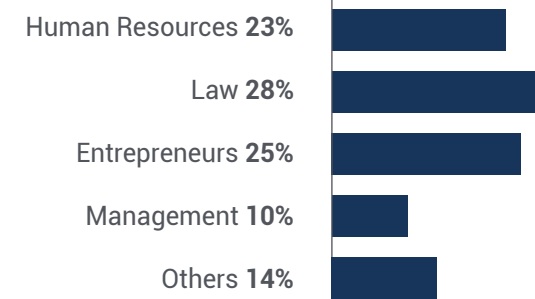
Geographical Distribution

USA **9%**
Spain **38%**
Mexico **21%**
Colombia **7%**
Argentina **12%**
Chile **5%**
Peru **2%**
Other **6%**
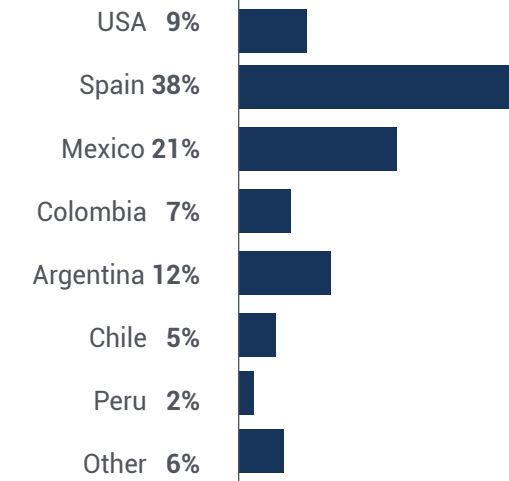
Mireia González

CEO

"This TECH Postgraduate Certificate has been one of my great discoveries this year. In addition to updating my knowledge and achieving greater productivity in my collaborators, I have learned to manage projects in a much more efficient way"

08
Impact on Your Career

We are aware that studying a program like this entails great economic, professional and, of course, personal investment.

The ultimate goal of this great effort should be to achieve professional growth. And do so efficiently.

"Our challenge is to generate a positive change in your professional career. We are fully committed to helping you achieve it"

Are you ready to take the leap?
Excellent professional development awaits you

With this program, you will be able to advance drastically in your profession, although there is no doubt that, to do so, you will have to make an investment in different areas, such as economic, professional and personal.
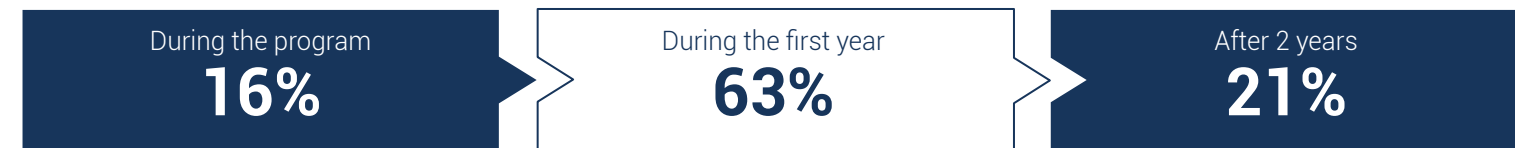
However, the goal is to improve in your professional life and, to do so, it is necessary to fight.

Generating Positive Change

Thanks to this program you will receive a large number of job offers with which you will be able to start your professional growth.

Completing the Postgraduate Certificate in Personal Productivity and Project Management will allow you to advance in your profession.

Time of change

During the program	During the first year	After 2 years
16%	**63%**	**21%**

Type of change

Internal Promotion **39%**
Change of Company **41%**
Entrepreneurship **20%**
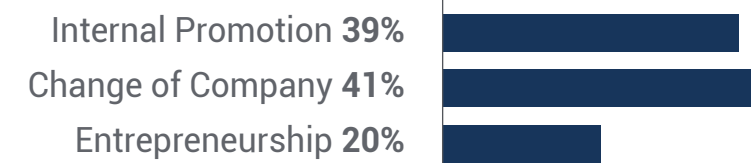
Salary increase

This program represents a salary increase of more than **25.22%** for our students.

Salary before	A salary increase of	Salary after
$34,500	**25.22%**	**$43,200**

09
Benefits for Your Company

The Postgraduate Certificate in Personal Productivity and Project Management contributes to elevate the organization's talent to its maximum potential through the specialization of high-level leaders. Therefore, participating in this educational program will improve not only on a personal level, but, above all, on a professional level, increasing their training and improving their educational skills. Additionally, joining TECH's educational community is a unique opportunity to access a powerful network of contacts in which to find future professional partners, clients, or suppliers.

You will obtain a more complete and global vision of the company that will allow you to contribute new ideas"

Developing and retaining talent in companies is the best long-term investment.

01 **Growth of talent and intellectual capital**
The professional will introduce the company to new concepts, strategies, and perspectives that can bring about significant changes in the organization.

02 **Retaining high-potential executives to avoid talent drain**
This program strengthens the link between the company and the professional and opens new avenues for professional growth within the company.

03 **Building agents of change**
You will be able to make decisions in times of uncertainty and crisis, helping the organization overcome obstacles.

04 **Increased international expansion possibilities**
Thanks to this program, the company will come into contact with the main markets in the world economy.

05 **Project Development**
The professional can work on a real project or develop new projects in the field of R & D or business development of your company.

06 **Increased competitiveness**
This program will equip students with the skills to take on new challenges and drive the organization forward.

11
Certificate

The Postgraduate Certificate in Personal Productivity and Project Management guarantees students, in addition to the most rigorous and up-to-date education, access to a Postgraduate Certificate issued by TECH Technological University.

Successfully complete this program and receive your university qualification without having to travel or fill out laborious paperwork"

This **Postgraduate Certificate in Personal Productivity and Project Management** contains the most complete and up-to-date program on the market.

After the student has passed the assessments, they will receive their corresponding **Postgraduate Certificate** issued by **TECH Technological University** via tracked delivery*.

The diploma issued by **TECH Technological University** will reflect the qualification obtained in the Postgraduate Certificate, and meets the requirements commonly demanded by labor exchanges, competitive examinations, and professional career evaluation committees.

Title: **Postgraduate Certificate in Personal Productivity and Project Management**
Official Nº of Hours: **150 h.**

tech technological university

Awards the following
DIPLOMA
to
Mr./Ms. _____, with identification number _____.
For having passed and accredited the following program

POSTGRADUATE CERTIFICATE
in

Personal Productivity and Project Management

This is a qualification awarded by this University, equivalent to 150 hours, with a start date of dd/mm/yyyy and an end date of dd/mm/yyyy .

TECH is a Private Institution of Higher Education recognized by the Ministry of Public Education as of June 28, 2018 .

June 17, 2020

Tere Guevara Navarro
Dean

Unique TECH Code: AFWOR0230   techtitute.com/certificates

tech technological university

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*Apostille Convention. In the event that the student wishes to have their paper diploma issued with an apostille, TECH EDUCATION will make the necessary arrangements to obtain it, at an additional cost.

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