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| Course Title: | Creative Problem Solving |
| Delivery Method: | Web Based Training (WBT) – Self Paced |
| Contact Hours: | .5 Hour (30 minutes) |
| Registration: | Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials. |
| Course Contact: | Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. Procurement U staff will respond promptly. |

Course Description:

Creative problem solving is essential for success in today’s procurement office. This self-paced online course offers tools to define creative problem solving, as well as an understanding of when and how to apply it.

Suggested Audience: Any government professional seeking a better understanding of the creative problem-solving process.

Goal(s):

To provide procurement professionals with techniques and resources to effectively problem-solve in the workplace using creative processes.

Learning Objectives:

Upon completion of this course participants will be able to:

1. Compare and contrast traditional and creative problem-solving techniques
2. Identify steps to creatively solve a problem
3. Apply facilitation and evaluation techniques that lead to a creative solution

Assessment of Learning:

Participant’s learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post exam is required for the course to be considered complete and eligible for continuing education units (CEUs).

Universal Public Procurement Certification Council (UPPCC):

Certified Public Procurement Officer (CPPO) - Domain I: Procurement Administration, Knowledge Statement V – Team Dynamics, Knowledge Statement W – Personnel Management

Certified Public Procurement Buyer (CPPB) – Domain I: Procurement Administration, Knowledge Statement V– Team Dynamics, Knowledge Statement W – Personnel Management

Course Technology Requirements:

- Internet Connection
- Access to [Procurement U LMS](#)

Course Structure:

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. In order to enhance engagement and learning, relevant podcast recordings and videos have been included. Additionally, there are interactive elements, and exercises incorporated into the course that require the user to apply their own knowledge and experiences. Real life examples and links to public resources have been included as well. Please note that this course does not have narration.

Course Completion Requirements for CEUs:

In order to receive CEUs, participants in this course are required to show mastery of the learning outcomes. This is shown through completion of the course post-test. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post test is required for the course to be considered complete and eligible for continuing education units (CEUs).

A certificate of completion showing earned CEUs is available at the completion of the course and is found in the [Transcript](#) menu. You can export the certificate as a PDF and/or print it for your records.

Cancellation & Refund Policy:

All cancellations must be made in writing and emailed to procurementu@naspo.org. Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.

Proprietary Interest Policy:

Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

Privacy and Information Security Policy:

NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please [click here](#).