



SOFT SKILLS CERTIFICATE PROGRAM

WHY WE EXIST?

We spend our time investing in people to close the soft skill gap by providing soft skills training, credentialing, and coaching services.

PROGRAM OVERVIEW:

Communication

Critical Thinking

Professionalism & Work Ethics

Teamwork & Collaboration

Soft Skills Assessment & Soft Skills Credential



**CLOSING THE
SOFT SKILLS
GAP**
Our #1 Mission



Authorized provider of the award-winning WIN Career Readiness System ©







- **Program Duration: Six (6) Weeks**
 - **Delivery Method: Online (Virtual), Face-to-face, and/or blended learning**
- Training Hours: 48**



Contact Information

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COMPONENTS	Soft Skills Certificate Program	
OBJECTIVES	<ul style="list-style-type: none"> • This program is designed to meet the soft skill developmental needs of our learners • To recognize learner's achievement in two ways: <ol style="list-style-type: none"> 1. Our Soft Skills Certificate of Completion is awarded to learners who successfully meet course requirements for this program 2. The nationally recognized Soft Skills Credential is issued to learners who've met the course requirements and who've passed the end of program Soft Skills Test Assessment 	
PROGRAM OVERVIEW	<ul style="list-style-type: none"> • We deliver soft skills training of exceptional quality to build capacity in our learners for career readiness and employability and career advancement • The four essential soft skills our program focused on Communication, Critical Thinking, Professionalism and Work Ethics, and Teamwork and Collaboration 	
SOFT SKILLS COURSES Weeks 1 - 5	Communication 	<ul style="list-style-type: none"> - Understand the elements of effective speaking, listening, and writing - Consider the purpose, audience, and medium of communication, including email etiquette, texting, and social media - Adopt a growth mindset and become an active learner - Demonstrate strategies for conflict resolution
	Critical Thinking 	<ul style="list-style-type: none"> - Adapt to new information and circumstances - Make decisions with logic - Plan and organizes information - Reason and solves problems
	PROFESSIONALISM AND WORK ETHICS 	<ul style="list-style-type: none"> - Build trust through punctuality, dependability, and accountability - Demonstrate integrity, initiative, and a strong work ethic - Show pride and professionalism - Manage time effectively and prioritize tasks - Take responsibility for ones' behavior and actions
	TEAMWORK AND COLLABORATION 	<ul style="list-style-type: none"> - Demonstrates a willingness to learn from others and gain information - Recognize the characteristics of an effective team member - Develop leadership skills - Recognize, celebrate, and incorporate individual diversity and differences in the workplace
SOFT SKILLS TEST AND ASSESSMENT Week 6 	<ul style="list-style-type: none"> - To administer a research-based, comprehensive post soft skills assessment - To test learners knowledge and understanding of these four essential soft skills - To document skill acquisition 	
Soft Skills Credential End of program 	<ul style="list-style-type: none"> - To award the Soft Skills Credential to our learners for them to share with potential or current employers - To show that you have essential soft skills and employability traits needed for success in today's workforce 	