



SOFT SKILLS CREDENTIAL PROGRAM (Young Adults: 16 - 24 Years Old)

About Us?

We choose to invest our time in young adults to close the soft skill gap by providing soft skills training and credentialing to prepare them for college, the workforce, and the military.

PROGRAM COMPONENTS:

Communication Courses

Critical Thinking Courses

Professionalism & Work Ethics Courses

Teamwork & Collaboration Courses

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 (or flexible and customizable, as needed)

Delivery Methods: Blended Format (attend courses at the online campus PLUS weekly virtual meetings with a Success Coach), Self-Directed (independent study, attend courses only), or In-Person Facilitation



Contact Information
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GEORGIA DEPARTMENT OF ADMINISTRATIVE SERVICES
 CUSTOMER FOCUSED, PERFORMANCE DRIVEN

Minority Business Enterprise
 Certification for
 Soft Skills Zone, LLC

Georgia

WOMEN OWNED



| COMPONENTS | Soft Skills Certificate and Credential Program | |
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| OBJECTIVES | <ul style="list-style-type: none"> This program is designed to meet the soft skill developmental needs of 11th - 12th grade students. We recognize students' achievement in two ways: <ol style="list-style-type: none"> Our Soft Skills Certificate of Completion is issued to students who successfully complete the program. The nationally recognized Soft Skills Credential is awarded to students who complete the program and who pass 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 students for job readiness and employability and for academic and personal success. We focus on four essential soft skills: 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 | |