



Earn Your Soft Skills Credential



Online Courses with a Coach
or
Independent Study
or
In-Person Training

SOFT SKILLS CREDENTIAL PROGRAM

About Us?

We spend our time investing in people to close skills gaps by providing soft skills training and credentialing services for employment and career advancement.

PROGRAM COMPONENTS:

Communication
Courses

Critical
Thinking
Courses

Professionalism
&
Work Ethics
Courses

Teamwork
&
Collaboration
Courses

Soft Skills
Assessment
& Earn a
Soft Skills
Credential



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



**2019 AWARDS
of
EXCELLENCE**
TECH & LEARNING



Career Readiness
Courseware &
Credentials

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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COMPONENTS	Earn a Soft Skills Certificate and Credential	
OBJECTIVES	<ul style="list-style-type: none"> This program is designed to meet soft skill developmental needs. We recognize our program participant's achievement in two ways: <ol style="list-style-type: none"> Our Soft Skills Certificate of Completion is issued to participants who successfully complete the program. The nationally recognized Soft Skills Credential is awarded to participants 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 our learners for job readiness and employability and for job 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 	