

PROGRAM HIGHLIGHTS

- ⚙️ 25 – 30 hours of in-person employability skills training - facilitated by *certified* SSS© instructors
- ⚙️ Free for participants – certificates issued upon full completion of course
- ⚙️ Content based on employer surveys and extensive research that *shows* these skills are in demand
- ⚙️ Unique, interactive, and fun format – covers relevant, current topics needed to succeed at work

UNIT 1



Personal Management

- ⚙️ Perspective
- ⚙️ Unconscious Bias
- ⚙️ Diversity, Equity, and Inclusion
- ⚙️ Habits, Time Management and Goal Setting
- ⚙️ Abilities Talents and Skills
- ⚙️ Confidence and Attitude
- ⚙️ Motivation, Flexibility, Initiative

UNIT 2



Communication

- ⚙️ Workplace Communication
- ⚙️ Communication Styles
- ⚙️ Nonverbal Communication
- ⚙️ Presentation Skills
- ⚙️ First Impressions
- ⚙️ Appropriate Workplace Conversation
- ⚙️ Technology and Social Media
- ⚙️ Asking for Accommodations

UNIT 3



Collaboration

- ⚙️ The Importance of Collaboration and Teamwork
- ⚙️ Working in a Diverse Team
- ⚙️ Friendliness vs. Friends
- ⚙️ How to Improve Your Teamwork Skills
- ⚙️ Giving and Receiving Feedback
- ⚙️ Be the Person Everyone Wants to Work With

UNIT 4



Problem Solving

- ⚙️ The Importance of Good Problem Solving Skills
- ⚙️ Different Ways People Deal with Problems
- ⚙️ Types of Approaches That Are Required to Solve Problems
- ⚙️ Resolving Workplace Conflicts Effectively
- ⚙️ How to Deal with Harassment in the Workplace

UNIT 5



Success On The Job

- ⚙️ Managing and Adapting to Change
- ⚙️ Personal Branding
- ⚙️ Networking - Building Your 'Social Capital'
- ⚙️ Making a Professional Impression
- ⚙️ Work Ethics
- ⚙️ Managing Stress at Work
- ⚙️ Time Management at Work
- ⚙️ Embracing Continuous Learning
- ⚙️ Rights and Responsibilities at Work
- ⚙️ First Few Weeks on the Job
- ⚙️ Goal Setting

For more information, contact the Soft Skills Solutions© Lead Trainer in your region

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