






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 <ul style="list-style-type: none"> ⚙️ Diversity, Equity, and Inclusion ⚙️ Habits, Time Management and Goal Setting ⚙️ Abilities Talents and Skills ⚙️ Confidence and Attitude ⚙️ Motivation, Flexibility, Initiative
UNIT 2 	Communication <ul style="list-style-type: none"> ⚙️ Workplace Communication ⚙️ Presentation skills ⚙️ First Impressions ⚙️ Small Talk ⚙️ Social Media and Technology
UNIT 3 	Collaboration <ul style="list-style-type: none"> ⚙️ The Importance of Collaboration and Teamwork ⚙️ Working In A Diverse Team ⚙️ How To Improve Your Teamwork Skills ⚙️ Giving And Receiving Feedback ⚙️ Be The Person Everyone Wants to Work With
UNIT 4 	Problem Solving <ul style="list-style-type: none"> ⚙️ 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 <ul style="list-style-type: none"> ⚙️ Managing and adapting to change ⚙️ Networking - building your 'social capital' ⚙️ Making a Professional Impression ⚙️ Work Ethics ⚙️ Rights And Responsibilities At Work ⚙️ Goal setting

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