

Skills Taught

Coachable

- Workplace etiquette (cell phone usage) & conflict resolution
- Effective communication between management and co workers
- Accepting Criticism/ Feedback & Asking the right questions
- Understanding & demonstrating work ethic
- Focused Listening Skills & understanding body language & being approachable
- Understanding & accepting performance reviews from supervisors and peers

Collaboration

- Comprising & Collaboration skills
- Understanding & demonstrating team diversity
- Critical thinking skills
- Understanding emotional intelligence
- Treating others with respect
- Understanding the overall goal/ big picture of a project

Utilization

- Proper use of workplace equipment
- Can properly identify tools
- Bring needed equipment to class & being prepared
- Students can communicate effectively the skillset learned
- Knowledge of safety procedures
- Understanding/ learning the difference between Hard skills & soft skills
- Understanding workplace expectations (i.e. Time ,Attendance & Transportation)

Execution

- Job application turned in on time and filled out correctly
- Resume & Cover letter turned in on time and formatted correctly
- Following attire guidelines
- Participating in Interview prep sessions and role playing
- Can follow the schedule provided
- Knowledge of on boarding processes/ paperwork/ HR documents & resignation procedures

Discovery

- Assessments to identify areas of interests, values and abilities
- Understanding strengths and weaknesses
- Focus on areas for improvement
- Knowing what opportunities exist & what are the requirements
- How to research career paths and prospective companies