EMPLOYABILITY SOFT SKILLS COURSE OVERVIEW

**Course Outline**

**INTRODUCTION**
- Navigating the Course
- What are Employability Skills?

**GROWTH MINDSET**
- Understanding Self-Efficacy Part 1
- Understanding Self-Efficacy Part 2
- Self-Efficacy And Personal Success
- Professional Growth
- Maintaining Your Credentials
- Update Your Portfolio

**PROFESSIONALISM**
- Dressing for Success
- Workplace Conduct
- Social Media Do's and Don'ts

**OWNERSHIP AND INITIATIVE**
- Taking Ownership
- Deliverables and Outcomes
- Dependability
- Barriers to Productivity

**ADAPTABILITY**
- Managing Transitions
- Responding to Changes
- Accepting Feedback

**PERSEVERANCE AND GRIT**
- Maintaining goal-directed action
- Identifying Impact of Perseverance

**SELF-AWARENESS AND REGULATION**
- Understanding Personal Strengths
- Connecting Strengths w/Career Paths
- Impact of Emotional States

**WORKPLACE ETHICS**
- Organizational Policies
- Supervision Structure
- Documentation

**PROBLEM SOLVING**
- Identify The Problem
- Gather Data
- Analyze Data
- Identify Trends
- Develop and Propose Solutions

**DECISION MAKING**
- Decision Making

**ORGANIZATION, GOAL SETTING AND TIME MANAGEMENT**
- Develop Goals
- Plan and Prioritize
- Plan Regularly
- Monitor Progress

**SYSTEMS AWARENESS**
- Understanding Organizational Systems
- Improvements to Organizational Systems

**OBSERVANT PARTICIPANT**
- Nonverbal Communication
- Active Listening
- Being A Keen Observer

**ARTICULATE SPEAKER**
- Know Your Audience
- Get To The Point
- Speak Clearly

**EFFECTIVE WRITER**
- Writing In The Workplace
- Who Are You Writing For?

**EMPATHY AND AWARENESS**
- Different Viewpoints
- Understanding Others
- The Importance of Empathy

**ASSERTIVENESS**
- Be Assertive
- Assertiveness & Outcomes

**NETWORKING**
- Developing Relationships
- Utilizing Relationships

**CONFLICT MANAGEMENT**
- Conflict Management Styles
- Conflict Resolution & Outcomes

**TEAM PLAYER**
- Healthy Team
- Building Connections
- Contributing To Team Goals
- Roles & Team Structure

**FINAL ASSESSMENT**
- Final Assessment
- Congratulations!