

## 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!