



Career Skills 1

Career Skills 1 introduces participants to the core soft skills needed for better job performance, engagement, and satisfaction. Topics include:

- Personal Mission Statement
- Goal Setting
- Punctuality & Attendance
- Leadership
- Taking Initiative
- Understanding Differences
- Elevator Speeches
- Feedback
- Work Efficiency
- Teamwork
- Problem solving
- Integrity

Career Skills 2

Career Skills 2 builds on the soft skills learned during Career Skills 1 to help push participants to new levels of self-awareness and confidence, while furthering the skills they need to become an all-star employee.

- Self-Esteem & Self-Confidence
- Communication & Feedback
- Teambuilding
- Problem Solving
- Accountability
- Fun at Work
- Customer Service & Professionalism
- Dealing with Change



About Virtual Format

In Virtual Career Skills 1 & 2, our engaging instructors teach via Zoom to groups of participants gathered in-person. Each group is led by a facilitator who leads breakout discussions and activities. Courses span 16 hours over 8 sessions.

Click or scan the QR code to see our upcoming courses.

