



GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

CAREER & TECHNICAL TRAINING

Work Readiness & Soft Skills Development

Training Location: Virtual and In-Person

Instructor: Spruce Root, Inc.

Cost: \$150 (no tax)

Program Summary

While education, experience and technical skills are fundamental to performing a job, employers value employees who can communicate effectively and act professionally. The Work Readiness & Soft Skills Development training course is a comprehensive 6-hour curriculum designed to help participants enter the workforce with a foundation of skills that apply across a range of positions. No matter what technical skills a job may require, every job requires good soft skills.

Topics Covered

- Introduction of Soft Skills
- Workplace Communication
- Conflict Resolution
- Customer Service
- Interview Skills
- Leadership/Management
- Resume Writing
- Goal Setting

To register or for more information, contact:
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*ALL courses offered
at the Generations
Southeast are open
to the public!*