

ST4Y READY

SOFTSKILLS COURSE DESCRIPTIONS AND YOUTUBE VIDEO LINK

Administrative Skills

Accountability in the Workplace

The Accountability in the Workplace course will provide you with informative tools and practical strategies that can help empower the team to achieve the benefits of accountability. Accountable employees will fuel performance and productivity and generate an enhanced workplace.

Video Link: <https://youtu.be/uCaR4cYDcQI>

Administrative Office Procedures

With our Administrative Office Procedures course, your participants will understand how an Administrative Office Procedure binder demonstrates professionalism and efficiency in an organization or office setting. It is also a marvelous instrument for quick reference and utilization. Strategies and procedures are a vital connection between its vision and everyday operations.

Video Link: <https://youtu.be/jpMXhnpJB1o>

Administrative Support

In the Administrative Support course, participants will learn the core skills that will help them use their resources efficiently, manage their time wisely, communicate effectively, and collaborate with others skillfully. The practices presented in this course may take time to be a part of your daily work routine. However, committing to applying the concepts consistently is the key to changing and adopting new behaviors in a short amount of time. Video Link: <https://youtu.be/4UTMuNynIC0>

Archiving and Records Management

With our Archiving and Records Management course, your participants will know how to classify records, define and maintain different systems, and develop a keen understanding of the importance of records management. Video Link: <https://youtu.be/ZeDgEM4Xt0k>

Basic Bookkeeping

Numbers connect us all in many more ways than we might imagine. Essentially, our world revolves around numbers. Some of us enjoy dealing with numbers, while others may have a fear of them or even a phobia. For those of you who have already recognized and appreciate the impact that numbers have on just about everything, you deserve a cookie. Welcome to Basic Bookkeeping!

Video Link: <https://youtu.be/zpfmrL7yKJU>

Business Writing

The Business Writing course will give your participants a refresher on basic writing concepts (spelling, grammar, and punctuation) and an overview of the most common business documents. These basic skills will provide your participants with that extra benefit that many people are losing in the business world. Video Link: <https://youtu.be/qB1pIUINDEg>

Collaborative Business Writing

The Collaborative Business Writing course will give your participants the knowledge and skills to collaborate with others and create that critical document. Your participants will touch on the types of collaboration and ways to improve them through specific tools and processes. These basic skills will provide your participants with that extra benefit that many people are losing in the business world.

Video Link: <https://youtu.be/-iRFkCFu8mw>

Executive and Personal Assistants

Our Executive and Personal Assistants course will show your participants what it takes to be a successful assistant. Participants will learn what it takes to effectively manage a schedule, organize a meeting, and even be a successful gatekeeper. Being an Executive or Personal Assistant takes a unique skill set, and this course will provide your participants with the necessary tools.

Video Link: <https://youtu.be/xrcyPuN6-IE>

Meeting Management

The Meeting Management course will explore how to reduce waste and make meetings more efficient. This is a hands-on course, and your participation will help make it a valuable experience. Use this time to develop your skills and other participants who want to improve their meeting management skills.

Video Link: https://youtu.be/_R_NvBYVUs8

Organizational Skills

Through Organizational Skills, your participants will encounter improved productivity, better management, and an overall increase in professional growth. Every day people waste numerous amounts of time looking for items. So stop looking for those essential items, and start knowing where they are by getting organized.

Video Link: <https://youtu.be/rkOZYdFuvns>

Social Media in the Workplace

Understanding Social Media is about communicating the right way. We are beginning to communicate more through electronic means than face to face. Talking on a phone has been replaced more and more with SMS (texting.) Social media channels are becoming the primary form of communication, and your participants will realize how Social media and the Workplace can work together.

Video Link: <https://youtu.be/0TZgd2TGpGo>

Supply Chain Management

With Supply Chain Management, your company and employees will be on target to lower costs, improve efficiency, and increase customer satisfaction. This course will provide your employees with an understanding of how Supply Chain Management can improve and help almost any type of business.

Video Link: <https://youtu.be/splA3DptRqQ>