

ST4Y READY

SOFTSKILLS COURSE DESCRIPTIONS AND YOUTUBE VIDEO LINK

Career Development

Assertiveness and Self-Confidence

The Assertiveness and Self-Confidence course will give participants an understanding of what assertiveness and self-confidence mean (in general and to them personally) and how to develop those feelings in their day-to-day lives. These skills will encompass many aspects of your participants' lives and positively affect all of them. Video Link: <https://youtu.be/0hNOGbcRvyo>

Communication Strategies

The Communication Strategies course will help participants understand the different methods of communication and how to make the most of each of them. These strategies will provide an excellent benefit for any organization and its employees. They will trickle down throughout the organization and positively impact everyone involved. Video Link: <https://youtu.be/XzVM6u4jsLs>

Creative Problem Solving

The Creative Problem Solving course will give participants an overview of the creative problem-solving process and critical problem-solving tools that they can use every day. Skills such as brainstorming, information gathering, analyzing data, and identifying resources will be covered throughout the course. Video Link: <https://youtu.be/xpdEY0pDI5M>

Creativity – Thinking Outside the Box

The course Creativity: Thinking Outside the Box will provide you with informative tools and practical strategies that will help shape a creative workplace. Creativity plays a significant role in building a positive work environment, one in which employees will feel confident in expressing their ideas. Be mindful that there is creativity in all of us. When this creativity emerges, powerful opportunities and advancements will happen. Video Link: <https://youtu.be/8ROcOk-UMGQ>

Developing Creativity

With our Developing Creativity course, your participants will learn to remove barriers that block or limit their creativity. They will improve their imagination, divergent thinking, and mental flexibility. Participants will learn mind mapping, individual brainstorming, and recognizing and looking for what inspires them to be more creative. Video Link: https://youtu.be/loFlqZ_dc7k

Digital Citizenship

Digital Citizenship allows us to connect, collaborate, and share by using technology appropriately. In-person meetings are on the decline, making it necessary to engage people digitally. Being a good digital citizen means you have a set of skills to work in the digital world. Video Link: <https://youtu.be/oReoVWkl-1w>

Entrepreneurship

Let our Entrepreneurship course help you achieve your dreams. Being an entrepreneur can be full of risks. These risks are minimized through drafting a business plan, knowing your competition, and successful marketing. All these and more can be found in our Entrepreneurship course. Video Link: <https://youtu.be/RfYZTWPnWlQ>

Interpersonal Skills

The Interpersonal Skills course will help participants be unforgettable by providing communication skills, negotiation techniques, tips on making an impact, and advice on networking and starting conversations. They will also identify the skills needed to start a conversation, move a conversation along, and progress

to higher levels of conversation. Video Link: <https://youtu.be/fLXpO5OHFSU>

MLearning Essentials

With our mLearning course, your participants will begin to see the importance and usefulness of mLearning in any organization. By absorbing the ins and outs of utilizing mLearning, participants will possess the skills needed to use this new technology to educate employees and clients more efficiently.

Video Link: <https://youtu.be/s4t6lCE9QIE>

Negotiation Skills

The Negotiation Skills course will give your participants a sense of understanding their opponent and confidence to not settle for less than they feel is fair. Your participants will learn that an atmosphere of respect is essential, as uneven negotiations could lead to problems in the future.

Video Link: <https://youtu.be/cUgsUq-lkGI>

Personal Branding

With our Personal Branding course, your participants will be able to share their vision and passions with others in your company. Utilize this knowledge through Social Media to define and influence how others see you. You are your brand, so protect it. Live it. Video Link: <https://youtu.be/flez27UspJI>

Project Management (updated Aug 2023)

Over the years, project management has evolved to adapt to the changing needs of businesses and industries. The PMBOK 7th edition has been upgraded to address the latest industry trends and emerging technologies and provide new techniques for navigating complex project environments. It's important to note that the PMBOK 7th edition does not replace previous editions but builds upon them to provide additional guidance and best practices. This edition shifts the focus from a process-based approach to a principle-based one emphasizing flexibility with complex and changing projects.

Project Management: All You Need to Know Project management is no longer only for mega projects worth hundreds of thousands of dollars. Small projects can benefit from project management tools. These time-tested tools can help you get that small project done well, under budget, and on time. This workshop is not intended for those looking to be certified as project managers but rather for those who complete projects at work from time to time.

In this course, you will gain experience using the most common project management execution tools, from Project Tracking Forms and Risk Monitoring Tables to Communications Plans, Change Request Forms, Issues Logs, and Lessons Learned Forms. Your small projects will be more successful than ever!

Video Link: https://youtu.be/_BGNISMFDj8

Telework and Telecommuting

Through Telework and Telecommuting, your employees will see a significant improvement in their performance and well-being. Being a teleworker does have the advantages of flexible schedules, no commute, and saving the company money. Your participants will establish the additional skills needed to succeed in their work-from-home environment. Video Link: <https://youtu.be/mXU5SrqZpvl>

Ten Soft Skills You Need

With our Ten Soft Skills, You Need course; your participants will begin to see how important it is to develop a core set of soft skills. Your participants will improve on almost every aspect of their careers by managing and looking at how people interact and seeing things in a new light.

Video Link: <https://youtu.be/9LDjcFDJOTM>

The Cloud and Business

With our The Cloud and Business course, your participants will discover the specifics of how the cloud can be a helpful business tool. With a clear understanding of the cloud, your participants will be able to make the best decisions for their customers and business. Video link: <https://youtu.be/NhegpaRiM4Y>

Time Management

The Time Management course will cover strategies to help participants learn these crucial strategies. Your participants will be given a skill set that includes personal motivation, delegation skills, organization tools, and crisis management. We'll cover all of this and more during this course.

Video Link: <https://youtu.be/2K6EuVJw2rY>

Women in Leadership

With our Women in a Leadership course, your participants will learn how women change the workforce. Through this course, your participants will gain a new perspective on the workforce and the benefits of hiring and promoting women to higher positions. Video Link: <https://youtu.be/zErDIEjRh0>