

## **ST4Y READY**

### **SOFTSKILLS COURSE DESCRIPTIONS AND YOUTUBE VIDEO LINK**

#### **Personal Development Bundle**

##### **Adult Learning - Mental Skills**

With our Adult Learner: Mental Skills course, your participants will discover the specifics of how the cognitive domain increases intellectual capability. Video Link: <https://youtu.be/fxGwsmm2Z1s>

##### **Adult Learning - Physical Skills**

With our Adult Learning - Physical Skills course, your participants will discover how to navigate their physical environment better. The understanding and coordination of physical skills provide an incredible benefit to everyone. Video Link: <https://youtu.be/00eNUWRo30o>

##### **Anger Management**

Our Anger Management course will give your participants that constructive approach. Participants will learn how to identify their anger triggers and what to do when angry. Through specific coping and planning techniques, anger can become a positive tool. Video Link: <https://youtu.be/GvjEgNF9kh4>

##### **Attention Management**

Attention Management is a valuable skill that allows managers to connect with their employees emotionally and motivate them to focus on their work. Our course will help your participants reach their personal and company goals. They will gain valuable insight and strategies into what it takes to be more attentive and vigilant. Video Link: <https://youtu.be/1-1bm95zSLg>

##### **Being a Likeable Boss**

Our Being a Likeable Boss course will show that honesty and trust will be your participant's most important tools in fostering a better relationship with their employees. Trusting your team by avoiding micromanagement, using delegation, and accepting feedback will put your participants on the right path to being a more likable boss. Video Link: <https://youtu.be/rjAJiKLSaM>

##### **Critical Thinking**

Our Critical Thinking course will lead your participants to be more rational and disciplined thinkers. It will reduce their bias, providing a greater understanding of their environment. This course will provide your participants the skills to evaluate, identify, and distinguish between relevant and irrelevant information, which will give an incredible boost in performance.

Video Link: <https://youtu.be/FQwrg6I9zVg>

##### **Developing Emotional Intelligence (UPDATED 2024)**

Taking control over the emotions that shape our lives can have powerful effects. Emotional intelligence (EI) is the ability to recognize and manage our emotions, behaviors, and impulses, as well as apply this knowledge to the world around us. It encourages self-awareness, internal motivation, and the exploration of diverse perspectives. Through effective and authentic communication, emotional intelligence will create positive relationships within any organization. The Developing Emotional Intelligence course will provide participants with the tools to gain control over emotions, navigate challenging situations, and communicate empathetically. With emotional intelligence, you can build a happy and prosperous life. Video Link: <https://youtu.be/ax1PIbFOuZA>

### **Goal Setting and Getting Things Done**

Our Goal Setting and Getting Things Done course will cover strategies to help your participants deal with distractions and overcome procrastination. These skills will translate into increased satisfaction in their professional and personal lives. Your participants will learn the Goal Setting characteristics of successful people and, in turn, will become happier and more productive individuals.

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

### **Improving Mindfulness**

Improving Mindfulness will provide benefits throughout their professional and personal lives. Improving mindfulness through gratitude, filtering, and active listening will give your participants the advantage of seeing things in a new light. This course can give your participants an increased recognition of mental events in the present moment, which provides countless benefits.

Video Link: <https://youtu.be/W5D39PwMy2k>

### **Improving Self-Awareness**

Improving Self-Awareness will improve self-control, reduce procrastination, and develop mood management. Your participants will improve their relationships and create a more fulfilling life. These improvements will, in turn, translate into a wholly improved workforce. Stress will decline, and productivity will increase as internal turmoil will decrease, all through improving self-awareness.

Video Link: <https://youtu.be/X83ngN4e0rl>

### **Increasing Your Happiness**

With our Increasing Your Happiness course, your participants will engage in unique and helpful ways to increase their happiness. This will have a robust affect on their professional and personal lives. It will improve their communication skills, increase productivity, and lessen absenteeism.

Video Link: [https://youtu.be/5IZelDDPY\\_s](https://youtu.be/5IZelDDPY_s)

### **Job Search Skills**

The Job Search Skills course will give you the answers to all these questions, plus a plan to get you to a new job within a month. After completing this program, you'll be more than ready to start your search for your perfect job. Identifying the purpose for working and assessing skills can help determine the types of jobs your participants should apply for. Video Link: <https://youtu.be/yUPGK1Bu708>

### **Life Coaching Essentials**

With our Life Coaching Essentials course, your participants will discover the meaning of life coaching and how life coaching services can be utilized to achieve their goals.

Video Link: <https://youtu.be/rMvv2dVGNP4>

### **Managing Personal Finances**

Most people know that a map can tell them how to get from point A to point B. A well-developed budget is like a map as it helps you reach your financial goals. You start at point A, and the funding enables you to go the distance get to point B. And with our Managing Personal Finances course, your participants will learn how to budget and create a plan for their future.

Video Link: [https://youtu.be/gUPCaEsU\\_uw](https://youtu.be/gUPCaEsU_uw)

### **Managing Workplace Anxiety**

Our Managing Workplace Anxiety course will provide your participants with the essential skills and resources to recognize and manage workplace anxiety. By identifying these symptoms and coping skills, employees and managers will be better suited to dealing with these everyday situations. Your participants will be better suited to the workplace's challenges through this course.

Video Link: <https://youtu.be/QVd9DvLeGTo>

**Personal Productivity**

Personal Productivity is a goal most of us have. Your participants will be on the right track in achieving that goal through this course. Some people blame everything that goes wrong in their life on something or someone else, but your participants will take ownership and begin to lead a more productive life through this course. Video Link: <https://youtu.be/PlS7Z7SfHnQ>

**Public Speaking**

The Public Speaking course will give participants some basic public speaking skills, including in-depth information on developing an engaging program and delivering their presentation with power.

Video Link: <https://youtu.be/rXrad70qtQ0>

**Social Intelligence**

Increasing Social Intelligence will provide benefits throughout their professional and personal lives. It is a fantastic tool for coaching and development as people learn “people skills.” Improving social skills through active listening, understanding body language, and being more empathetic will give your participants an advantage in their interactions. Social interactions are a two-way street; know the rules of the road! Video Link: <https://youtu.be/DL8eQ5VKlgU>

**Social Learning**

With our Social Learning course, your participants will be creating learning communities that benefit every aspect of your organization. They will learn new behaviors through observation and modeling and be instilled with a passion for learning. Video Link: <https://youtu.be/9qMz6ff0RI0>

**Stress Management**

The Stress Management course will give participants a three-option method for addressing any stressful situation and a toolbox of personal skills, including routines, relaxation techniques, and a stress log system. They will also understand what lifestyle elements they can change to reduce stress.

Video Link: <https://youtu.be/G1pi2dm0R9M>

**Taking Initiative**

With our Taking Initiative course, the class participants will learn what initiative is, how to take it on, its advantages, and when to know one's place. By enrolling in this class, participants will be taking the first step in making something positive happen for them! Now that is initiative!

Video Link: <https://youtu.be/aTJW-u5FHOM>

**Work-Life Balance**

With a Work-Life Balance, you will be managing your time better. Better time management will benefit all aspects of life; you will work less and produce more. This course will show how to focus on the essential things, set real and achievable goals, and communicate better with your peers at work and your family at home. Video Link: <https://youtu.be/BBlcFxZEn8Y>