



# SOFT SKILLS COURSEWARE

Employability and social skills in a career context

## Learn to develop the skills that can last a lifetime

What are the most important skills that employers find lacking in job applicants? Whether referred to as attitudinal or behavioral skills, social skills, job search skills, or essential skills, one thing is clear: high school, college, and workforce program graduates generally lack mastery of these skills. It is up to us as educators, program administrators, and communities to work together and ensure all learners have a strong awareness of the soft skills needed to succeed in any career.

## Soft Skills Courseware develops attitudes and behaviors critical for success in the workplace.

Professional attitudes and work habits are essential for upward mobility in the 21st century economy. Soft Skills Courseware helps learners develop and demonstrate attitudes and behaviors that are critical for career and life success.

Communicating effectively, conveying professionalism, promoting teamwork and collaboration, and thinking critically to solve problems are the main subject areas of WIN Learning's comprehensive approach to preparing students for success and providing future employers with workplace-ready candidates.



## Soft Skills Courseware



Courseware Progress				
Module	Progress	Ebadge	Latest Score	
Communicating Effectively	 Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		88	Pretest 6/28/2023
Conveying Professionalism	 Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Lesson 6 Lesson 7 Posttest			
Promoting Teamwork and Collaboration	 Pretest Lesson 1 Lesson 2 Lesson 3 Posttest			
Thinking Critically and Solving Problems	 Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest			

## Blended learning solution

Soft Skills Courseware offers a blended learning approach with offline project-based activities and online reviews and checks for understanding. Each fully narrated online module includes a pretest, instructional content, and a posttest to measure learning gains.

Along with the interactive digital curriculum, Soft Skills Courseware provides practical classroom activities and a culminating capstone project to support the development of foundational interpersonal skills and positive work habits.

# WIN LEARNING'S CAREER READINESS SYSTEM INCLUDES SOFT SKILLS COURSEWARE, A WEB-BASED PROGRAM THAT PREPARES LEARNERS FOR THE 21ST CENTURY WORKPLACE.

## The courseware consists of four modules:

### Module 1: Communicating Effectively

This module identifies ways to improve communication and listening skills for a productive work environment, explains the importance of spoken communication to improve understanding, and assesses the use of communication tools, including email etiquette, cell phone use, and social networking. The module also covers how to effectively resolve conflict in the workplace.

### Module 2: Conveying Professionalism

Learners are introduced to the components of a strong work ethic, including personal images conveyed to colleagues and customers, the benefits of a positive attitude and excellent customer relations, the importance of being on time and dependable, how motivation affects performance, and strategies to build excellent work habits.

### Module 3: Promoting Teamwork and Collaboration

Learning to be a good team member benefits individuals and the organizations to which they belong. This module discusses the positive impact of diversity in the workplace, the importance of sensitivity to individual differences, the benefits and challenges of teamwork and collaboration, and the value of strong leadership skills.

### Module 4: Thinking Critically and Solving Problems

Innovation, creativity, and flexibility in the workplace are more important than ever. In this final module, learners are taught to evaluate the elements of critical thinking, including evidence, reasoning, and fallacies.



## Did you know...

Learners who successfully complete Soft Skills Courseware can access digital versions of their eBadges and Certificate of Completion. These digital badges can be shared on social media, added to an email signature, included in an online portfolio or resume, and more.



## About WIN Learning

Since 1996, WIN's integrated approach to career readiness has given more than 10 million learners worldwide the tools, confidence, and skills necessary to excel. Our e-learning solutions include academic and employability skills courseware, assessments, and credentials as an important foundation for creating a more effective and efficient system to prepare learners and job seekers for career and life success.



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