



Career Readiness
Courseware &
Credentials

Kentucky Essential Skills Course

Employability and Social Skills in a Career Context

Kentucky Essential Skills develops attitudes and behaviors critical to success at college and work.

While professional attitudes and work habits are essential for upward mobility in the 21st century economy, they are often overlooked in educational programs. Essential Soft Skills Courseware helps learners develop and demonstrate attitudes and behaviors that are critical to career and life success.

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

Essential Soft Skills Courseware offers a blended learning approach with both offline, project-based activities and online reviews and checks for understanding. Each fully narrated online module includes a pretest, course instructional content, and a posttest to measure learning gains. Along with the interactive digital curriculum, Essential Soft Skills Courseware provides practical classroom activities and a culminating capstone project to develop the foundational interpersonal skills and work habits as part of the career and work readiness support.

The blended learning resources are designed for learners to work independently or in groups through the four modules.

KY Essential Skills Courseware

Although current levels of unemployment average 3.8% nationwide (US Bureau of Labor Statistics, February 2022), several million jobs go unfilled across all industries because individuals applying for these jobs simply lack the skills required for the available positions. According to employers, what is most often missing are "soft skills," which define how employees perform in their jobs.



Learn to develop the skills that can last a lifetime.

What are these soft 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: our 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.

The screenshot shows a course interface for 'Thinking Critically and Solving Problems'. It includes a title bar with 'MENU' and 'EXIT' buttons, a subtitle 'Lesson 2: Make Decisions with Logic and Reason', and a section titled 'Good Decisions are a Process'. Below this, there is a paragraph explaining that a disciplined thought process is best for significant decisions. A table with two columns, 'Steps' and 'Questions to Ask Yourself', lists five steps: 1. Identify the problem, 2. Collect information, 3. List possible actions, 4. Analyze the actions, and 5. Choose a solution and act. The 'Questions to Ask Yourself' column contains corresponding questions: 'What am I really deciding?', 'What do I need to know? What do I really want?', 'What can I do?', 'Am I thinking straight?', and 'Will I actually do it?'. At the bottom, there are navigation icons and a page number '44 of 220'.

Did you know...

WIN Learning also provides a valid assessment called the Kentucky Essential Skills Certificate. The Essential Skills assessment is aligned to the employability and work habit skills presented in the Kentucky Essential Skills Course. Contact WIN Learning today and ask about bundling the Essential Skills Certificate and the Essential Skills Course to give your learners and job seekers the right tools for success.

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.

Let's WIN Together.

Contact Us!

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WIN Learning's Career Readiness System includes Essential Soft Skills Courseware, a web-based program that aligns education with the realities of the workplace.

The WIN Learning 5 i Ê Soft Skills 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.

