

intelitek®

Employability

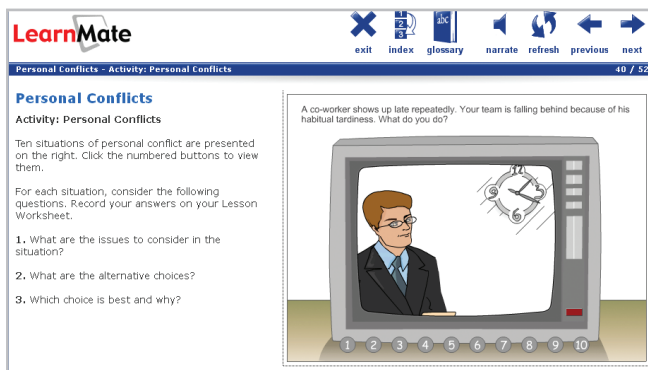
Employability delivers 21st Century career skills that ensure success in the workforce. Students develop essential qualities such as communication skills, leadership skills, and work ethics. Employability was developed in conjunction with career skills experts at SkillsUSA®.

Course Information

Type	Virtual
Languages	English
Hours of instruction	15

Course Outline

- Introduction
- Time-Management Techniques
- Personal Qualities Desirable for the Workplace
- Interpersonal Communication
- Conflict Resolution
- Teamwork
- Problem-Solving Techniques and Decision-Making Skills
- Proper Business and Personal Ethics
- Business Etiquette and Ethical Computer Behavior
- Employer-Employee Relationships
- Proper Communication with Diverse Populations
- Career Goals
- Resumes and Cover Letters
- Job Applications
- Potential Employer Interviews
- Interviewing Skills




Foundations Skills Program

Foundation Skills courses deliver essential skills for technical careers, along with 21st Century skills like critical thinking, problem solving and collaboration skills.

- Foundations courses are 100% virtual on-line courses delivered through LearnMate, accessible anywhere, anytime.
- Some courses have optional hardware available

Employability includes LearnMate®, Intelitek's innovative e-learning platform. Self-paced interactive LearnMate content may be deployed stand-alone or through the robust learning management system (LMS). The LearnMate e-learning suite provides everything needed for the ultimate blended learning experience:

- SCORM-compliant interactive content
- Anytime, anywhere accessibility
- Student and class management
- Grade tracking
- Skill/competency reporting mapped to national academic skill standards

Ordering Information

Curriculum

Employability, LearnMate course, Virtual 77-3097-0000

Bundle

Foundations Skills JM-FOUN-SKILS

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