

Simply a Better Way to Learn!



E M P L O Y A B I L I T Y S K I L L S

Employment Success Strategies

Course Introduction

The Employment Success Strategies course provides practical tools that aid learners to improve their generic employability skills. Students learn how to identify, document, improve, and market their employability skills. By completing the activities in this course, students gain the self-awareness necessary to succeed at their career goals.

Learning objectives for each lesson are accomplished through a combination of theory and conceptual application within exercises. Students are given ample opportunity to practice, apply, and develop their employability skills through pre-assessment and practical skill building exercises. Multimedia content is incorporated in this course to introduce, discuss, and enhance the learning experience.

Course Prerequisite(s)

Introduction to Windows, Microsoft Word Level 1, Microsoft Excel Level 1, and Introduction to the Internet.

Course Aim

To provide practical tools in order to improve employability skills.

Of Interest to

Those interested in developing their employability skills in order to obtain and maintain employment, and/or advance in their current careers.

Course Notes

Course manual provided for on-going reference.

There is a final exam upon completion of the course. Participants who receive 75% or higher on their exam will receive a certificate.

Course Breakdown

Lesson 1:

Introduction; Career Benefits from the Mastery of the Essential Skills; The Five Levels of Mastery; How the Skills Relate to Your Job

Lesson 2:

Writing Overview; Developing Writing Skills; Reading Text Overview; Developing Reading Skills

Lesson 3:

Numeracy Overview; Developing Numeracy Skills; Document Use Overview; Developing Document Use Skills

Lesson 4:

Oral Communication Overview; Developing Oral Communication Skills; Working with Others Overview; Developing Your Skill of Working with Others

Lesson 5:

Thinking Overview; Developing Thinking Skills; The Problem-Solving Process and the Decision-Making Process; Using the Problem-Solving and Decision-Making Processes

Lesson 6:

Computer Use Overview; Developing Computer Use Skills; Continuous Learning; Other Job Profile Information

