

# The Workplace Excellence Series

Delivering Essential Skills for Workplace Success



## Blueprint for Education & Training Providers

serving students & graduates & alumni

Today's companies demand essential workplace skills when hiring, retaining, and advancing quality employees. And they look to education and training providers like you to teach these skills. Developed through a public-private partnership in response to employer needs and vetted by businesses across industries, **The Workplace Excellence Series** is a powerful tool to help your students, graduates, and alumni master essential soft skills for workplace success whether they are preparing for a career, actively job searching, or already working.

### BENEFITS

Increase Student Engagement

- Grow students' perceived value for their education as they see the clear connection between education and work.

Maximize the Value of the Education/Training

- Make it easier for employers to hire your students, graduates, and alumni for their technical skills and knowledge.

Increase Career Success

- Help your students, graduates, and alumni get hired faster, perform better, stay longer, and move up sooner.

### NEXT STEPS

**The Workplace Excellence Series** must be delivered by a Certified Facilitator so:

- Get your team certified to deliver the series to your students, OR
- Bring in a Certified Facilitator to train your students (and even your staff) through the series.

### THE CURRICULUM

The series consists of ten flexible modules designed to help students understand and deliver what companies really want today. Each module teaches the employer's perspective, practical skills, and the "bottom line" in one of ten essential areas.

**Adaptability** | navigating success in the changing workplace  
**Communicationability** | verbal & non-verbal communication  
**Dependability** | maximizing your time in the workplace  
**Presentability** | displaying the image of your workplace  
**Reasonability** | managing your mindset in the workplace  
**Respectability** | thriving in the multi-generational workplace  
**Suitability** | fitting into the culture of the workplace  
**Transitionability** | making a smooth job transition  
**Workability** | realities & expectations in today's workplace  
**Writeability** | written communication in the workplace

“*One of the really great things about the Workplace Excellence training series is that it's broken down into 10 different modules. So, from an employer's or trainer's perspective, you can pick and choose what your group needs the most, or all 10.*”

– Michelle Carroll, President, Carroll Career Consultants, LLC

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