

# The Workplace Excellence Series

Delivering Essential Skills for Workplace Success



## Blueprint for Youth Employment Service Providers

serving students & youth job seekers & youth workers

Employers hire, retain, and advance employees who have the essential workplace skills needed to succeed in a given job. Unfortunately, many employers report that youth are lacking these critical skills. Youth employment service providers that help the emerging workforce develop these skills enhance youth employability and prepare youth for success in the workplace. 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 job seekers and incumbent workers master soft skills for workplace success during the job search and on the job.

### BENEFITS

Increase Youth Customer Success

- Prepare youth clients with the essential skills before they form bad habits, so they can get hired faster, perform better, and stay longer, positioning them for professional success.
- Provide employers with emerging workforce candidates who possess the essential workplace skills they want.

Expand Regional Workforce Competitiveness & Deliver Fee-for-Service

- Offer more comprehensive workforce solutions for regional businesses by equipping youth with essential workplace skills that the businesses demand
- Bridge the skills gap by providing candidates with the essential workplace skills to build the bottom-line.
- Deliver the Workplace Excellence training to local organizations, companies, and others as fee-for-service.

Improve Program Performance

- Inspire and equip your staff to role model workplace excellence.
- Maximize every other investment you make in your clients, i.e., vocational training, resources, job development.

### NEXT STEPS

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

- Get your team certified to deliver the series to your clients, and as fee-for-service to employers and organizations in your area; OR
- Bring in a Certified Facilitator to deliver the series to your clients or employees.

**Contact Us**  
**714.318.3698**



[elisabeth@worknetsolutions.com](mailto:elisabeth@worknetsolutions.com)



### THE CURRICULUM

The series consists of ten flexible modules designed to help students, job seekers, and incumbent workers 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
- Communication**ability | 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
- Transition**ability | making a smooth job transition
- Workability** | realities & expectations in today's workplace
- Write**ability | written communication in the workplace