

Mastering Soft Skills for Success

This fully customizable collection of professional development sessions is designed to meet the needs of K-12 educators by integrating soft skills into their curriculum seamlessly and efficiently. The following modules can be delivered for up to 30 participants in a 3-hour or 6-hour format. Custom combinations of modules can be chosen to place the appropriate amount of emphasis on a specific set of skills. This instruction can be modified for any grade span, subject areas, and/or career and technical teachers.

Helping Students Communicate Effectively

Content-specific knowledge and skill is only part of what makes an individual successful in the workplace today. Employers are also concerned with the ability to communicate effectively and appropriately with co-workers, clients, and others. This module focuses on the different modes of communication and how each one can affect daily interactions. Strategies on how to illustrate appropriate communication techniques to students and explain how different circumstances require specialized communication are introduced and put into hands-on practice.

Identifying and Practicing Interpersonal Skills

Knowing our audience and understanding how they need to receive information is as equally important as knowing ourselves. This module showcases a variety of strategies for both communicating to others and learning how to interpret information received from others. Specific attention is paid to both verbal and non-verbal communication, listening skills, and proper negotiation tactics. Barriers to effective interpersonal communication and strategies to overcome them are also discussed in this module.

Demonstrating the Benefits of Collaboration

In the workplace, every member of the team has a specific role in accomplishing tasks on the job. Employers look for people who not only work well with others, but who understand that when everyone works together to accomplish goals, everyone achieves more. The strategies introduced and put into practice in this module teach students about the importance of collaboration. Demonstrating positive behavior will help students discover how their own conduct can impact others on a team. This module also discusses possible obstacles to successful collaboration and offers strategies for overcoming these challenges.

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Mastering Soft Skills for Success *(continued)*

Cultivating and Enhancing Professional Writing Skills

Writing tweets, text messages, and Facebook® posts is very different from writing job applications, workplace emails, and other professional correspondence. This module demonstrates how to provide authentic opportunities for students to practice and enhance their professional writing skills in real-world workplace scenarios. Emphasis is placed on strategies that improve students' diction, styling and structure, and rhetoric. Furthermore, methods of helping students determine which particular writing style works best in which scenario are introduced and discussed.

Understanding Professionalism in the Workplace

Professionalism isn't one thing – it is a combination of qualities, like responsibility, integrity, accountability, and excellence. There are a few things that an employer values more than employees who carry out duties in a professional manner. This module focuses on all of the soft skills presented in this professional development collection, but in a broader framework since professionalism should be thought of as an entire package of traits. Strategies to help students understand the scope of professionalism and how to properly demonstrate it within different workplace scenarios are introduced and put into hands-on practice.

Instilling a Positive Attitude and Work Ethic

Beyond skills, experience, and training, employers look for those who demonstrate enthusiasm for their work and those they believe will complete assigned tasks in an upbeat and cooperative manner. This module demonstrates how to help students develop a positive attitude and most importantly, how to showcase that attitude to others – including employers. Emphasis is placed on strategies to instill proper work ethic and how to reward effort and increase motivation.

Interested in
Mastering Soft Skills for Success?

Contact QTL Today!

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