

## Career Readiness

As described by the National Association of Colleges and Employers, career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

Once in the workplace, employees need to be able to manage their careers, throughout their lifetime.

Career readiness includes the process to prepare learners of any age with the skills and knowledge they will need to be successful in today's workplace environment.



## Solutions

**Career Readiness.** Career readiness concerns just about any area associated with someone entering the job market. The range of jobs includes self-employment, franchise ownership, and employment within an established company, nonprofit entity, or government agency. It includes professionalism because learners need to know the behavioral expectations of a workplace versus their social group. The purpose of this module is to develop the learner's understanding, knowledge, actions, and skills for career readiness with a focus towards initial entry into the job market following the completion of an academic program.

**Career Management.** Career management is the combination of structured planning and the active management choice of one's own professional career. Career management was first defined in a social work doctoral thesis by Mary Valentich as the implementation of a career strategy through application of career tactics in relation to chosen career orientation.

The purpose of this module is to develop the learner's understanding, knowledge, actions, and skills for career management with a focus on learners who are currently in the job market or looking to change their career plans.

**Emotional Intelligence.** EQ is the capacity to be aware of, control, and express one's emotions, and to handle interpersonal relationships judiciously and empathetically. In the workplace, EQ has been identified as an essential career skill for today's global workplaces. We have four specific modules that develop the EQ of the learner.

**Customized Solutions.** There are more than 20 unique modules that could be used in a variety of situations to create customized solutions for career development. These include shorter modules, 3-5 learner hours and full-topic modules, 12-15 learner hours. These modules can be used individually or in course packs to provide the required educational experience for a many unique situations.

### Individual Modules

- Business Leadership (3-5 hours, \$49)
- Business School Resource Center (Subscription)
- Career Management (12-15 hours, \$150)
- Career Readiness (12-15 hours, \$150)
- Delegation (3-5 hours, \$49)
- Diversity and Culture in the Global Workplace (12-15 hours, \$150)
- Emotional Intelligence: Emotional Self-Awareness and Self-Management (12-15 hours, \$150)
- Emotional Intelligence: Mental Toughness and Resilience (12-15 hours, \$150)
- Emotional Intelligence: Personal Energy Management (12-15 hours, \$150)
- Emotional Intelligence: Social Awareness and Emotional Management in Relationships (12-15 hours, \$150)
- Entrepreneurism (22-25 hours, \$285)
- Family-owned Businesses (22-25 hours, \$285)
- Personal Financial Readiness (12-15 hours, \$150)
- Leadership Essentials (3-5 hours, \$49)
- Leadership Foundations (35-30 hours, \$285)
- Leading Change (3-5 hours, \$49)
- Leading Teams (3-5 hours, \$49)
- Leading the Leaders (3-5 hours, \$49)
- Managing Conflict (3-5 hours, \$49)
- Quality Customer Service (22-25 hours, \$285)
- Technology in the Workplace (12-15 hours, \$150)

### Applications and Best Practices

- ✓ Include as required instructional modules in an institution's career center.
- ✓ Use with a seminar program on career management.
- ✓ Help learners understand their future employment options.
- ✓ Assist with change-of-career decision making.
- ✓ Teach career management to currently employed learners.
- ✓ Combined with other business or leadership skills modules to teach specific leadership and other important soft skills.

### Pricing

**Pricing** is based on number of learner hours and the annual expected quantities. Modules are sold individually and in course packs. **Contact us** to develop a customized solution that works for your specific requirements.

**Course Pack Lite** includes a combination of individual topic-based modules up to 15 learner hours, e.g., two academic leveling modules and Write & Cite®. A Course Pack Lite also includes individual mid-duration modules, approximately 12-15 learner hours each.

**Course Pack** includes a combination of individual modules up to 60 learner hours. A Course Pack also includes individual longer-duration modules, approximately 20-60 learner hours each.

**Course Pack Plus** is a combination of individual modules up to 135 learner hours.