

Workplace Skills Development

The National Association of Colleges and Employers (NACE) defines career readiness as **the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace**. There is an expectation by employers that colleges and universities prepare graduates for today's workplaces. Similar expectations exist throughout the world.

The definition and competencies provide for development of curriculum and instruction that will close the gap between higher education and the world of work. They lay the foundation for the work necessary to **prepare college students at all academic levels for successful entry, re-entry, or advancement within the workforce**.



Solutions



Critical Thinking / Problem Solving

Graduates must demonstrate critical thinking & problem-solving skills to devise practical solutions to real-world problems.

- Applied Business Leadership & Strategy (100-110 hrs) \$395
- Applied Research & Statistics (22-25 hrs) \$285
- Business Leadership, Operations, and Strategy (55-60 hrs) \$285
- OneDay Strategy Simulation: An Interactive Learning Experience (12-15 hrs) \$150
- Peregrine Case Studies
- Quantitative Research Techniques & Statistics (3-5 hrs) \$49



Oral / Written Communication

Effective employees can articulate thoughts and ideas clearly for different types of audiences.

- Business Communications (3-5 hrs) \$49
- Business Writing Fundamentals (3-5 hrs) \$49
- Leadership Communications (3-5 hrs) \$49
- Speaking Pro by Roger Love (12-15 hrs) \$150
- The Perfect Voice by Roger Love (12-15 hrs) \$150
- Write & Cite: Academic Writing Readiness (4-6 hrs) \$49



Teamwork / Collaboration

Graduates must function as part of a team and build collaborative relationships with people from diverse backgrounds.

- The Continuous Quality Improvement Team (22-25 hrs) \$285
- Leadership in the Stages of Team Development (3-5 hrs) \$49
- Leading Teams (3-5 hrs each) \$49
- Managing Conflict (3-5 hrs) \$49



Digital Technology

Employees should be able to use digital technology ethically and efficiently to solve problems and achieve goals.

- Information Management Systems (3-5 hrs) \$49
- Technology in the Workplace (12-15 hrs) \$150



Leadership

Employees should be emerging leaders, leveraging others' strengths to achieve common goals.

- Business Leadership (3-5 hrs) \$49
- Delegation (3-5 hours) \$49
- Employee Performance Management (3-5 hrs) \$49
- Hiring: A Practical Guide for Selecting the Right People (12-15 hrs) \$150
- Leadership Decision Making (3-5 hrs) \$49
- Leadership Essentials (3-5 hrs) \$49
- Leadership Foundations (25-30 hrs) \$285
- Leadership Refresher (12-15 hrs) \$150
- Leadership Styles (3-5 hrs) \$49
- Leading Change (3-5 hrs) \$49
- Leading Organizations (55-60 hrs) \$285
- Leading the Leaders (3-5 hrs) \$49
- Mentoring (3-5 hrs) \$49
- Nonprofit Board Governance (22-25 hrs) \$285



Professionalism & Work Ethic

Solid work ethic, industry knowledge, and time management are hallmarks of a good employee.

- Accounting Fundamentals (3-5 hrs) \$49
- Business Ethics (3-5 hrs) \$49
- Business Finance Fundamentals (3-5 hrs) \$49
- Business Integration & Strategic Management (3-5 hrs) \$49
- Human Resource Management (3-5 hrs) \$49
- Legal Environment of Business (3-5 hrs) \$49
- Macroeconomics (3-5 hrs) \$49
- Microeconomics (3-5 hrs) \$49
- Marketing (3-5 hrs) \$49
- Operations/Production Management (3-5 hrs) \$49
- Organizational Behavior (3-5 hrs) \$49
- Quality Customer Service (22-25 hrs) \$285



Career Management

Knowing one's strengths and advocating for career goals helps employees be successful in the workplace.

- Career Management (12-15 hrs) \$150
- Career Readiness (12-15 hrs) \$150
- Entrepreneurialism (22-25 hrs) \$285
- Family-Owned Businesses (22-25 hrs) \$285
- Personal Financial Readiness (12-15 hrs) \$150
- Remote Employees, Virtual Teams, and Returning to the Office (12-15 hrs) \$150
- Succession Planning and Talent Management (22-25 hrs) \$285



Global / Intercultural Fluency

Successful employees will value diversity and demonstrate inclusivity and openness toward others.

- Diversity & Culture in the Global Workplace (22-25 hrs) \$285
- Emotional Intelligence: Mental Toughness & Resilience (12-15 hrs) \$150
- Emotional Intelligence: Managing Personal Energy (12-15 hrs) \$150
- Emotional Intelligence: Leading with Self-Awareness (12-15 hrs) \$150
- Emotional Intelligence: Leading with Social Awareness (12-15 hrs) \$150
- Global Dimensions of Business (3-5 hrs) \$49

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. 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.