

Course Name: Soft Skills for a Successful Career

Area of Study	Classroom Hours:
Project Management Fundamentals	7

Description:

This course is designed to give people entering the corporate world the “soft” skills they’ll need to succeed—in business, and in life. Congratulations! You’re employed, and now you’re ready to take the corporate world by storm. But in order to succeed in your career, you’ll need more than just great technical skills. You’ll need to be able to promote your ideas, share them with others, and work with a wide variety of people.

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

This course is filled with insightful, practical advice addressing dozens of vital skills and helpful tips you can apply immediately to any situation within these areas:

- Writing
- Understanding Project Management Fundamentals
- Speaking and listening
- Making decisions
- Getting feedback
- Setting priorities
- Being effective at meetings
- Understanding yourself and others
- Working in teams
- Learn to negotiate
- Being more creative
- Ethics in the workplace
- Developing leadership skills
- Adapting to the workplace
- Dealing with stress and having fun
- Taking action and summing up

Students enrolled for this course should have the following:

This course is intended for engineers or anyone who wants to know what it takes to comfortably deal with the difficult people, processes, and meetings of today’s competitive business world.

Upon successful completion of this course, students will be able to:

- Set priorities
- Work in a team
- Be more effective at meetings
- Speak in front of a group
- Negotiate personal and business issues
- Deal with stress
- Have more fun in the process