

FOUR KEYS TO WORKPLACE SKILLS *Certificate*

Business leaders have shared that along with industry-specific skills required for today's competitive job market, there are four key skills needed within the workplace regardless of industry: Business Writing, Presentation Skills, Problem Solving Skills, and Math Skills. These essential skills are necessary for entry or re-entry into the workplace. In this program, you will learn new concepts, build on previous knowledge and have the opportunity to apply to real world case studies.

I. Business Writing:

- How to tailor your writing to the needs of your audience
- How to effectively use transitional phrases and other proper grammar content
- Revision and proofreading strategies

Dates: September 12, 2011 & September 19, 2011

Instructor: Barbara Foster Tribble

II. Presentation Skills:

- How to present your transferable talents and skills
- How to communicate with confidence one's resume and cover letter
- How to lower stress-level when presenting using PowerPoint

Dates: September 26, 2011 & October 3, 2011

Instructor: Leslie Shore

III. Math Skills:

- The value of working with common business ratios and solving for the unknowns by calculating basic word problems
- How to calculate percentages, fractions, decimals and other applications
- How to work with and possibly review credits and debits

Dates: October 10, 2011 & October 17, 2011

Instructor: Sandra Copa

IV. Problem Solving Skills:

- How to be creative when facing problems and opportunities
- How to apply core concepts of creative problem solving
- How to identify attitudes and behaviors of others during the problem solving process

Dates: October 24, 2011 & October 31, 2011

Instructor: Leslie Shore

2.88CEU, \$249

***Early Bird Special! \$50 OFF, when registering enter code: 4KWS**

(offer ends August 31, 2011)

Class is on Monday evenings from 6:00pm – 9:00pm

**** Prices, course, and certificate information are subject to change.
Please refer to our website at www.nhcc.edu/cect for current
information.***



**North Hennepin
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Adult Education & Training

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