



General Employability Skills

About the Program

Students are introduced to the concepts and practices to research and pursue careers of interest. This class integrates individual short and long term goal setting as well as team building and networking skills. The student will gain skills in the area of negotiating, conflict resolution, communication, and diplomacy. This course will also teach students traditional and non-traditional avenues to develop fulfilling careers.

Course Modules

- Written Communication
- Verbal Communication
- Problem Solving
- Decision Making
- Professionalism
- Team Work and Building

Career Exploration

- Career Research
- Goal Setting
- Resume Writing
- Understanding Employment
- Career Fulfillment

How to Build Your Career One Step at a Time

1. Be the go-to person
2. Live life in all directions
3. Learn to Listen
4. Create your own story
5. Be tenacious and find your dream
6. Gain knowledge through experience
7. Human Connections are key



10 Daily Habits of Most Successful Entrepreneurs

1. Create a routine
2. Keep the mornings for the toughest projects
3. Workout & Meditate
4. Give a head start to tomorrow today
5. Schedule time for revenue generating activities
6. Track your progress
7. Refresh yourself with quality family time
8. Encourage team to provide solution not problems
9. Segregate each day
10. Continue learning



“Your work is going to fill a large part of your life, and the only way to truly satisfied is to do what you believe is great work. And the only way to do great work is to love what you do.” ~ Steve Jobs