



# PERFORMANCE SKILLS

In The Workplace

## AUGUST

1:00 PM- 3:00PM

8/29: Introduction

## SEPTEMBER

1:00 PM- 3:00PM

9/5: Soft Skill 1

9/12: Soft Skill 2

9/19: Introduction

9/26: Soft Skill 3

## OCTOBER

1:00 PM- 3:00PM

10/3: Soft Skill 4

10/10: Introduction

10/17: Soft Skill 1

10/24: Soft Skill 2

10/31: Introduction

## NOVEMBER

1:00 PM- 3:00PM

11/7: Soft Skill 3

11/14: Soft Skill 4

11/21: Introduction

11/28: Soft Skill 1

## INTRODUCTION

### Introduction

- An introduction to the Performance Skills for the Workplace series of classes. It is REQUIRED that you take this class before you attend any of the others. Upon completion of this class series and associated coursework you will be eligible to test for a Kentucky Essential Skills Certificate.

## SOFT SKILL 1

### Communicating Effectively

- Learn how to communicate with co-workers and resolve conflict in the workplace. Must complete Performance Skills for the Workplace: An Introduction before attending this class. Upon completion of this class series and associated coursework you will be eligible to test for a Kentucky Essential Skills Certificate.

## SOFT SKILL 2

### Conveying Professionalism

- Learn how to be "present" for a job and demonstrate that you want to be there and succeed. Must complete Performance Skills for the Workplace: An Introduction before attending this class. Upon completion of this class series and associated coursework you will be eligible to test for a Kentucky Essential Skills Certificate.

KENTUCKY ADULT EDUCATION



CREDENTIALS ► COLLEGE ► CAREER

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# PERFORMANCE SKILLS

In The Workplace

## DECEMBER

1:00 PM- 3:00PM

12/5: Soft Skill 2

12/12: Introduction

12/19: Soft Skill 3

## JANUARY

1:00 PM- 3:00PM

1/9: Soft Skill 4

1/16: Introduction

1/23: Soft Skill 1

1/30: Soft Skill 2

## FEBRUARY

1:00 PM- 3:00PM

2/6: Introduction

## SOFT SKILL 3

### Promoting Teamwork and Collaboration

- Learn how teamwork, collaboration, diversity, and leadership can benefit a workplace. Must complete Performance Skills for the Workplace: An Introduction before attending this class. Upon completion of this class series and associated coursework you will be eligible to test for a Kentucky Essential Skills Certificate.

## SOFT SKILL 4

### Thinking Critically and Solving Problems

- Learn skills to rationally analyze and evaluate information in the workplace. Must complete Performance Skills for the Workplace: An Introduction before attending this class. Upon completion of this class series and associated coursework you will be eligible to test for a Kentucky Essential Skills Certificate.



## ERLANGER LIBRARY

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