

**I CAN**

**succeed as an entrepreneur**



## Career Enhancing Skills

### 10 skills employers are seeking:

**Flexibility, Negotiation, decision-making, Service orientation, Emotional Intelligence, Coordinating, People management, Creativity, Critical thinking, Complex problem-solving – Business Insider**

### 5 soft skills to get you hired:

**Creativity, Persuasion, Collaboration, Adaptability, Emotional Intelligence. – Business Insider**

### 12 STEPS TO A SUCCESSFUL JOB SEARCH

Learn how to get the job you want quickly in any economy. Identify the job that is best for your needs and provide complete step-by-step instructions on how to land it.

EDI 0615	24 HRS.		\$135	
MTWRF	1/13	24/7	On-demand	E2G
MTWRF	4/14	24/7	On-demand	E2G

### COMPUTER SKILLS FOR THE WORKPLACE

Apply for jobs knowing that you possess the computer skills needed to shine. Learn Windows 10 and Office 2016 and vital computer competencies needed to prosper in the global workplace.

EDI 0615	24 HRS.		\$135	
MTWRF	1/13	24/7	On-demand	E2G
MTWRF	4/14	24/7	On-demand	E2G

### EFFECTIVE BUSINESS WRITING

Improve your career prospects. Identify gaps and eliminate problem areas in your writing skills by developing professional documents. Correct gaps in your writing and reach your full potential!

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MTWRF	1/13	24/7	On-demand	E2G
MTWRF	4/14	24/7	On-demand	E2G

### EFFECTIVE COMMUNICATION

Make great first impressions and create better personal and professional relationships. Become a great conversationalist as you build rapport, create trust, warmth, and respect.

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MTWRF	4/14	24/7	On-demand	E2G

### INDIVIDUAL EXCELLENCE/SOFT SKILLS <sup>B</sup>

Master 12 career enhancing skills including goal setting, time management, personal organization, creativity, financial matters, and conflict resolution. This course will help you achieve individual excellence by developing a fulfilling career plan and gaining the skills to improve all your interpersonal relationships.

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MTWRF	1/13	24/7	On-demand	E2G
MTWRF	4/14	24/7	On-demand	E2G

### LISTEN TO YOUR HEART, SUCCESS WILL FOLLOW

Enjoy the rewards that come from doing what pleases you! Understand your interests, values, needs and abilities to clearly express yourself, share your interests and talents.

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MTWRF	4/14	24/7	On-demand	E2G

### MASTERING PUBLIC SPEAKING

Be an effective public speaker by discovering how to talk confidently and persuasively to both large and small groups. Equip yourself with the skills you need to communicate with ease and authority.

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MTWRF	4/14	24/7	On-demand	E2G

### NEW CAREER SUITE

Understand your interests, values, needs, and abilities and using that to help find your perfect job. Create an effective resume that will get the interviews and job you want quickly in any economy.

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MTWRF	4/14	24/7	On-demand	E2G

### SUPERVISION AND MANAGEMENT

Become an effective manager by learning the language of business management. Upskill in managing time, delegating, motivating employees, solving problems and resolving conflicts.

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MTWRF	4/14	24/7	On-demand	E2G