

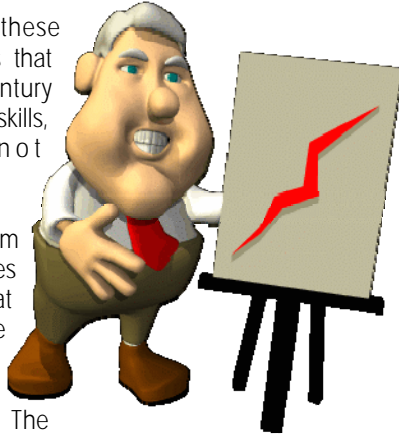
INTERPERSONAL SKILLS

Ready4Work

ARE YOUR CLIENTS READY4WORK?:

"Employers are continually telling us about the expectations they have for new workers to have skills in teamwork, problem solving, personal management, time management, and communications."
– Office of the Assistant Secretary

Ready4Work introduces these standards and requirements that are essential to 21st-century workers. Without these skills, your clients are not "Ready4Work."



The Ready4Work curriculum includes 10 computer courses that cover the "Soft Skills" that are needed to communicate effectively, work well with others, solve problems and keep up with change. The courses correlate to Equipped For the Future Standards.

READY4WORK COURSES:

The Ready4Work courses are approximately 2-4 hours in length. The software will run on a PC, Network, Intranet or Internet. Ready4work includes the following courses:

Health and Safety Training

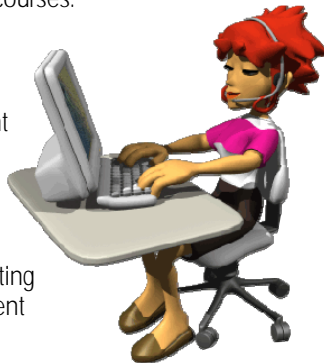
1. Health & Safety
2. Time and Stress Management
3. Change Management

People Skills Training

4. Business Communications
5. Team Work
6. Customer Service and Consulting
7. Positive Workplace Environment

Personal Skills Training

8. Your Personality at Work
9. Creative Problem Solving
10. The Internet as a Business Tool



READY4WORK NAVIGATION:

The program is extremely easy to use and navigate. From the index, the user can view his/her progress while selecting the Course (Positive Workplace Environment) and lesson (Creating a positive Workplace). In addition, the topics for each lesson are listed.

Positive Workplace Environment

- Key Concepts
- Creating a Positive Workplace
- Harassment and Discrimination
- Business Ethics

Within each topic, there is a reinforcement quiz. The user must answer the question correctly in order to move on. Positive feedback and explanations are given for each question.

Ready4Work a complete curriculum designed to make learners literate in the skills and knowledge necessary to compete in a global economy & exercise their rights and responsibilities as a worker.

Free Demo

A portion of Ready4Work software is available to try at
www.asktbs.com/Ready4Work

TOPICS:

Within the 10 courses there are over 1,600 topics covered in the following areas:

- Accident Prevention
- Industrial Hazards
- Health and Safety Practices
- Goal Centered Time Management
- Stress Management
- Overcoming Resistance to Change
- Non-Verbal Communication
- Written Communication
- Oral Communication
- Team Roles and Relationships
- Group Dynamics
- Enhancing Team Effectiveness
- Consulting Skills
- Handling Customer Complaints
- Consultative Selling
- Creating a Positive Workplace
- Harassment and Discrimination
- Business Ethics
- Assessing Your Personality
- Advancing Your Career
- Problem-Solving & Decision-Making
- Creative Problem-Solving
- Internet Applications



Ready4Work Curriculum

HEALTH AND SAFETY

- Introduction To Health & Safety
- Worksite Analysis
- Accident Prevention
- Industrial Hazards
- Health & Safety Practices
- Health & Safety In The Office
- Health & Safety Training

POSITIVE WORKPLACE ENVIRONMENT

- Creating a Positive Workplace
- Harassment & Discrimination
- Business Ethics

TEAM WORK

- Team Kick-Off
- Team Roles & Relationships
- Group Dynamics
- Enhancing Team Effectiveness

CREATIVE PROBLEM SOLVING

- Problem-Solving & Decision-Making
- Creative Problem-Solving

THE INTERNET AS A BUSINESS TOOL

- Internet Applications
- Internet Security

BUSINESS COMMUNICATION

- Non-Verbal Communication
- Written Communication
- Oral Communication
- Communication Targets

CUSTOMER SERVICE AND CONSULTING

- Mastering our Business
- Consulting Skills
- Handling Customer Complaints
- Consultative Selling

TIME AND STRESS MANAGEMENT

- Goal-Centered Time Management
- Stress Management

CHANGE MANAGEMENT

- Change Fundamentals
- Change Process
- Overcoming Resistance to Change

YOUR PERSONALITY AT WORK

- Your Interests
- A Question of Intelligence
- Assessing Your Personality
- Making Use of Your Results
- Advancing Your Career

INTERACTION

Internet Applications

Education and Marketing

In addition to communication and research, the Internet is a time-efficient and convenient method for gaining new skills and knowledge.

Web-Based Training (WBT) is becoming more prevalent and respected as a teaching medium.

WBT can enrich your learning experience through the use of interactive aids and exercises, and most WBT can be tailored to meet your unique learning style and time constraints.

Please click on the **Next** button to go on.

Slide 57 of 76

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Comprehensive Details

Animated Content

Decision-making requires the cushion must be made.

Decision is of mistrust.

Slide 15 of 47

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INTERACTION

Change Process

- 1 Choosing the Target
- 2 Planning
- 3 Initiating Action
- 4 Making Connections
- 5 Rebalancing to Integrate the Change
- 6 Consolidating the Learning
- 7 Moving to the Next Cycle

Slide 20 of 55

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Topic Branching Menu

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