

We're Ready.

# Kentucky Essential Skills

Kentucky Essential Skills develops attitudes and behaviors critical to success at college & work.

**softskills**  
powered by **win**

While professional attitudes and work habits are essential for upward mobility in the 21st century economy, they are often overlooked in educational programs. Soft Skills helps students develop and demonstrate attitudes and behaviors that are critical to success at college and work. Conveying professionalism, communicating effectively, promoting teamwork and collaboration, and thinking critically to solve problems are an essential part of WIN's comprehensive approach to preparing students for success and providing future employers with workplace-ready candidates.

The WIN Soft Skills Series consists of four modules which reflect the skills employers seek. Each module includes pretests, course content, and posttests to measure learning gains.

## Module 1: Conveying Professionalism

Students learn the components of a strong work ethic, including personal images conveyed to colleagues and customers, the benefits of a positive attitude and excellent customer relations, the importance of being on-time and dependable, how motivation affects performance, and practice strategies to build excellent work habits.



## Module 2: Communicating Effectively

This module identifies ways to improve communication and listening skills for a productive work environment, explains the importance of spoken communication to improve understanding, and assesses the use of communication tools including email etiquette, cell phone use, social networking. Students also learn how to effectively resolve conflict in the workplace.

## Module 3: Promoting Teamwork and Collaboration

Learning to be a good team member benefits each of us as well as any organization we become a part of. This module discusses diversity and how it has a positive influence in the workplace, the importance of sensitivity to individual differences, the benefits and challenges of teamwork and collaboration and the value strong leadership skills.

## Module 4: Thinking Critically and Solving Problems

Innovation, creativity, and flexibility in the workplace are more important than ever. In this final module, students learn to evaluate the elements of critical thinking: evidence, reasoning, and fallacies, and how to distinguish between inductive and deductive reasoning. Adversity and its effects on the workplace are defined and strategies are practiced that inspire creative problem solving.



# Learn to develop the skills that can last a lifetime.

Our educational systems are not producing qualified applicants for available jobs in our workforce. Although current levels of employment average 9% nationwide (US Bureau of Labor Statistics, November 2011), several million jobs go unfilled across all industries because individuals applying for these jobs simply lack the skills required for the available positions. According to employers, what is most often missing are “soft skills,” which define how employees perform in their jobs.

What are these soft skills that employers find lacking in job applicants? Whether referred to as attitudinal or behavioral skills, social skills, job search skills, or 21st Century skills, one thing is clear: Our high-school, college, and workforce program graduates generally lack mastery of these skills. It is up to us, as educators, program administrators, and communities, to work together and assure all student and adult learners have a strong awareness of the soft skills they need to succeed in any career.

**WIN Learning's Career Readiness System** includes Soft Skills, a Web-based intervention that aligns education with the realities of the workplace. **WIN Soft Skills™** builds skills mastery around the behavioral, attitudinal, social and readiness skills employers and post-secondary programs demand.

## Soft Skills: Essential components for college and career readiness:

- Work Ethic
- Attitude
- Reliability
- Interpersonal Skills
- Professionalism
- Initiative
- Problem Solving
- Critical Thinking
- Motivation
- Collaboration
- Teamwork

## About WIN Learning

Since 1996, WIN has become the leading provider of career readiness solutions to help districts prepare pathways for students' futures, whether they are college, trade school, military or workplace bound. To date, more than 10 million students worldwide have participated in the specialized career-driven courseware and education intervention initiatives as well as career-readiness certification programs.

There is life after high school, and no one prepares students better than WIN. Whether it's college, trade school, military or the workplace, WIN provides schools with the tools to prepare students to be career and college ready.

## Let's WIN Together. Contact Us!

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