Advanced Manufacturing Industrial Readiness Training

Student Workplace Success Skills Curriculum

The Advanced Manufacturing Success Skills curriculum provides students with a solid grounding in important soft skills topics in order to increase their chances of workplace and personal success. The coursework focuses on ten major components:

* Goal Setting
	+ Creating a Personal Vision Statement
	+ Creating SMART Goals
	+ Implementing Goals
* Team Building
	+ Advanced Manufacturing Industry Norms
	+ Successful Team Development
	+ Resolving Team Conflict
* Stress Management
	+ Coping Behaviors and Health Concerns
	+ Stress Management
	+ Laughing Yoga
* Time Management
	+ Aspects of Time Management
	+ Evaluating Time Usage
	+ Time Management Tips
* Communication
	+ Building Self-Confidence
	+ Asking Good Questions
	+ Listening Skills
* Critical Thinking
	+ Characteristics of Critical Thinkers
	+ Core Critical Thinking Skills
	+ Problem Solving
* Workplace Culture
	+ Diversity
	+ Safety
	+ Accountability
* Job Search
	+ Creating a Plan
	+ References
	+ Job Applications
* Resume and Cover Letter
	+ Parts of a Resume
	+ Resume Format
	+ Cover Letters
* Interviewing
	+ Before the Interview
	+ Answering Questions
	+ Follow Up

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