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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