

CAREERWISE RECOMMENDED ONLINE COURSE MENU



CAREER-READY SKILLS



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Accelerate the skill development of your apprentice through targeted online courses. There are countless low-cost courses that will expand their knowledge and skill set. They are easy to access and teach a critical skill aligned to CareerWise competencies. There are numerous benefits in engaging youth apprentices in online courses, particularly while they are working remotely.

The courses outlined below focus on career-ready skills, also known as soft skills. While these skills are best developed in the workplace through modeling, practice and feedback, providing apprentices with foundational knowledge that helps them understand why these behaviors are important, and what standard they should strive to achieve vastly accelerates their skill development.

PAIRIN

Online, Self-Paced: \$60

PAIRIN leverages your results from a soft skill assessment to identify your strengths and skill gaps and then aligns them to a personalized curriculum to help develop the skills necessary for you to be successful in the workplace. With over 300 online micro-lessons, 54 soft skills classroom modules and more than 400 combined exercises and handouts, PAIRIN is one of the most comprehensive personalized soft skill development programs in existence.

Register through CareerWise. Contact your Customer Success Manager to get your apprentice signed up today.

Communicating with Confidence

Provided through LinkedIn Learning, \$35 registration fee.

Approximately one and a half hours of instructional content.

Beginner level.

Most people are afraid of speaking in public, but effective oral communication is a key skill in business. Jeff Ansell provides simple communication tools, strategies, and tips that are easy to use and produce immediate results. He'll help you sound more confident, use body and language to better express ideas, and overcome anxiety. In the last chapter of the course, all these concepts are brought together in two real-world coaching exercises that will help you see the techniques in action.



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Time Management Fundamentals

Provided through LinkedIn Learning, \$35 registration fee.

Approximately three hours of instructional content.

Beginner level.

Effective time management is an indispensable skill. Best-selling author and business coach Dave Crenshaw lays the theoretical and practical foundations for managing your time and becoming more productive. Learn how to get more done in the shortest time possible and avoid the obstacles and distractions that can get in the way of good time management. Dave gives practical strategies for increasing productivity in three main areas: developing habits to be more organized and reducing clutter in your workspace; staying mentally on task and eliminate the to-dos you have floating in your head; and developing a time budget to get the most done during your workday and focus on your most valuable activities.

Introduction to Personal Branding

Provided through Coursera, free now.

Approximately six hours of instructional content.

Beginner level.

Learners will understand both what personal branding means and what it means to inhabit their brand, establish themselves on at least three social media platforms, create a mission statement for their personal brand, build a board of directors for their brand, become familiar with the basics of digital security and reputation management, create a system for on-going brand maintenance. Join instructor Kimberley R. Barker as she provides a warm, supportive atmosphere in which learners are encouraged to intensively explore themselves in order to create a personal brand that authentically and effectively communicates their values and professional gifts.