

Business Essentials

For those looking to invest deeper in training, CareerWise offers Business Essentials, a training course that prepares apprentices to begin their career. Apprentices will gain the tools to support their success in managing professional responsibilities and time.

OBJECTIVES

- Mastery of Microsoft Suite functionality
- How to define appropriate professional etiquette for the workplace
- How to follow company branding guidelines
- How to set clear professional goals and demonstrate motivation to achieve them
- How to start building a supportive network of peers
- How to build confidence in a professional work environment
- Practice a growth mindset in learning and when entering new environments
- Understanding how to establish a strong relationship with your manager(s)
- Identifying strategies to improve your relationship with your manager(s)
- Identifying and introducing a basic problem-solving framework for solving problems
- Thinking critically about problems, propose, and test solutions for resolving them

WHAT TO EXPECT

Apprentices will develop skills to handle a wide variety of workplace tasks and scenarios that are foundational to any role. Key content areas include Microsoft Suite, email proficiency, and professional competencies such as time management and conflict resolution. Apprentices will develop hands-on experience with challenges they will likely encounter in the workplace through case studies and project challenges based on workplace scenarios.

Attendance counts towards related instruction hours.



2023 DATES (VIRTUAL VIA GOOGLE MEET)

July 10-27 | M-Th | 9am-1pm



INCLUDED IN THIS TRAINING

- + Facilitator-led by CareerWise Staff
- + Deep dive into Microsoft and Google Suite
- + 5-step communication planning technique
- + Blended learning (group and self-paced learning)
- + Scenario based tasks