



Career Skills

Enhance KeyTrain Curriculum with soft skill and employability lessons!

The KeyTrain Career Skills series is a tool to help people improve their work habits and employability skills. This is a field-tested and demonstrated national curriculum. Employers have identified the skills and attributes being presented as those most needed by employees to be successful in the workplace.

There are two hundred lessons broken down into five areas: Work Habits, Communication Skills, Workplace Effectiveness, Business Etiquette and The Job Search.

These lessons are web-delivered for easy access! A short true false quiz is included with each lesson to reinforce the concepts presented.

Areas covered in this curriculum include:

Work Habits

- Workplace Ethics
- Personal Characteristics
- Employer Expectations

Communication Skills

- Communicating at Work
- Speaking
- Listening
- Presenting Yourself
- Non-Verbal Communication

Workplace Effectiveness

- Time Management
- Problem Solving
- Customer Service
- Teamwork

Business Etiquette

- On the Job Etiquette
- Person-to-Person Etiquette
- Telephone and E-mail Etiquette
- Meeting Etiquette

The Job Search

- Finding the Right Job
- Effective Resumes
- The Application Process
- Interviewing Skills

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