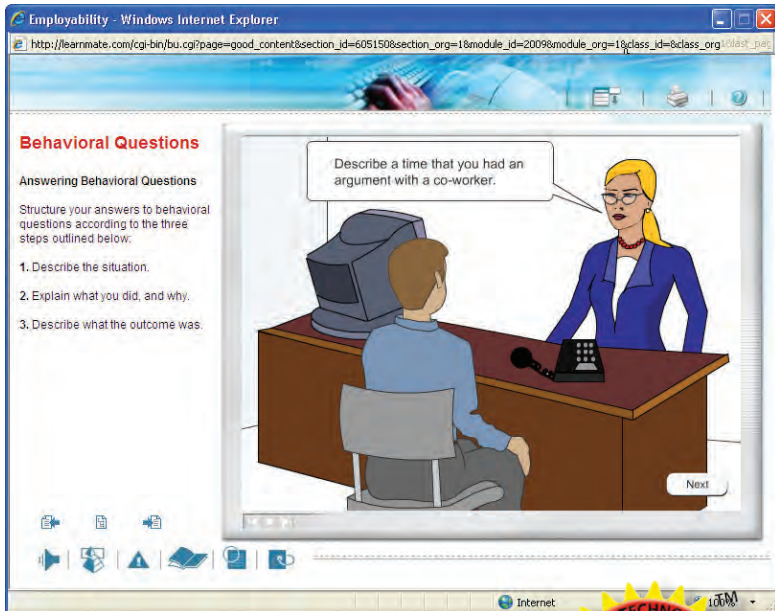


# Employability

## FOUNDATIONS



Success in today's workforce requires more than just technical skills. Surveys of business and industry representatives reveal that employers are looking for qualities such as a positive attitude, teamwork ability, communication skills, leadership skills, and good work ethics and habits. Unfortunately, many students get technical and academic training without ever learning the vital career skills that will help them get a job and keep a job. The Career Skills Education Program is designed to ensure students obtain these essential personal and employability skills.

**Employability** is a fundamental part of the Career Skills Education Program, delivering essential personal and employability skills. Developed by employability experts at SkillsUSA, in conjunction with intelitek, Employability features rich curriculum with hands-on, interactive graphics and activities to help develop and test comprehension.



Built on the power of **LearnMate™**, intelitek's e-learning platform, Employability delivers comprehensive, standards-based instruction via hands-on activities and compelling online curriculum.



Employability is an ideal component of any career and technical education program, providing a thorough and engaging element of **STEM** (Science, Technology, Engineering and Mathematics) education.

Employability can be implemented as:

- a stand-alone course
- an enhancement for existing technical curriculum
- as a virtual class where students work from home computers
- a foundation for teaching career and life skills

P O W E R E D B Y



Employability is powered by LearnMate™, intelitek's innovative e-learning platform. Self-paced interactive LearnMate™ content may be deployed stand-alone or through the robust learning management system (LMS). The LearnMate™ e-learning suite provides everything needed for the ultimate blended learning experience

- SCORM-compliant interactive content
- Anytime, anywhere accessibility
- Student and class management
- Grade tracking
- Skill/competency reporting mapped to national academic skill standards



# Employability

## Materials Included

- Employability E-Learning Curriculum      Order # 14-3097



## Course Outline

- Lesson 1: Time-Management Techniques
- Lesson 2: Personal Qualities Desirable for the Workplace
- Lesson 3: Interpersonal Communication
- Lesson 4: Conflict Resolution
- Lesson 5: Teamwork
- Lesson 6: Problem-Solving Techniques and Decision-Making Skills
- Lesson 7: Proper Business and Personal Ethics
- Lesson 8: Business Etiquette and Ethical Computer Behavior
- Lesson 9: Employer-Employee Relationships
- Lesson 10: Proper Communication with Diverse Populations
- Lesson 11: Career Goals
- Lesson 12: Résumés and Cover Letters
- Lesson 13: Job Applications
- Lesson 14: Potential Employer Interviews
- Lesson 15: Interviewing Skills



## FOUNDATIONS PROGRAM

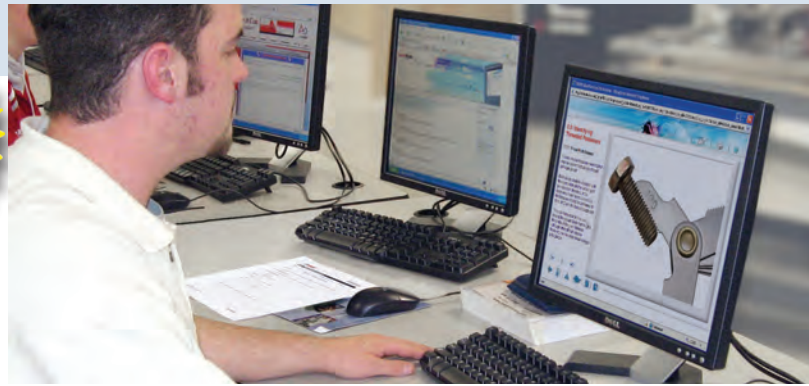


**Employability** is part of the Foundations Program, which teaches the job-ready skills essential for career success.

Foundations courses focus on the critical skills for entrants to the

workforce including safety, applied math and employability.

The Foundation Program ensures students are workforce-ready: the foundation of success for tomorrow's skilled workforce!

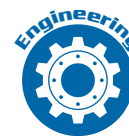


### Foundations Program courses include:

- Mathematics for Technicians 1 & 2
- Blueprints Reading
- Industrial Safety: Lockout/Tagout
- Hand Tools & Power Tools
- Mechanical Fasteners
- Lubrication for Technicians
- Mechanical Measurement and Quality Control
- Electronics and Sensors
- **and more!**

### Make Employability part of a comprehensive STEM program!

Employability makes the ideal starting point to any career and technical education program! Add virtual, hardware-based or blended learning labs to deliver in-depth STEM programs!



Affiliated with:



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