

**GET IN. GET OUT.  
GET A JOB.**

**CT STATE  
QUINEBAUG VALLEY**

**FALL 2023**

# **WORKPLACE ESSENTIALS: SOFT SKILLS**

## **PROGRAM DESCRIPTION**

**Develop essential skills for any workplace.**

### **Topics Covered:**

- Empathy & Emotional Intelligence
- Effective Communication Techniques
- Teamwork
- Problem Solving
- Time Management
- Attitude & Work Ethic
- Adaptability & Flexibility
- Ways to Cultivate Self-Confidence

## **SCHEDULE**

- Dates: Sept 13 - Oct 11
- Meeting Days: Wednesdays
- Format: TRAD
- Meeting Times: 5PM - 8PM
- Location: Willimantic

## **COST, PAYMENT & TUITION OPTIONS**

- SNAP Employment & Training fund approved
- 3rd Party Pay for Business & Industry registrations

**Fee- \$299**

**REGISTER TODAY!**

**CONTACT US :**  860-932-4005



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