Workplace Readiness Training to Develop Social Skills and Independent Living 127x/1007x

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| Andrea M. CrearyPhone (585) 330-5696 Email andreacreary@gmail.com | Course overview This service is geared toward supporting participants in developing skills that necessary to successful competitive employment. Skills such as communication with supervisors and co-workers and the importance of employee accountability. These skills are often referred to as soft skills, employability skills or job preparation readiness skills. Participants will develop an understanding of how one is perceived by others and self-awareness in a workplace setting. All jobs require effective social and interpersonal skills no matter the technical skill needed for the job.  Each participant will be provided with related materials. Curriculum will be adjusted and dependent upon the needs of the individual participant, but will include the following:   * The benefits of gratitude, soft v. hard skills; e-mail etiquette, volunteering * The resume, cover letter, references * Communication, active listening, conflict resolution, personal hygiene, interviewing, employment agencies * Body language, employer expectations, teamwork, emotional awareness, punctuality, trustworthiness, workplace communication * Disability disclosure, financial literacy and budgeting, your paycheck |

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