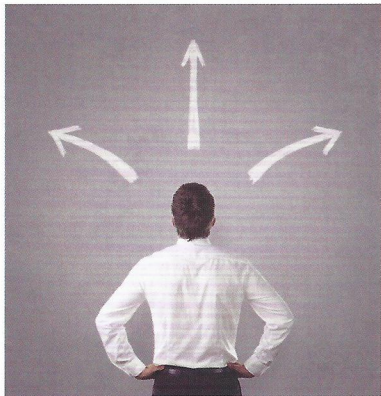


We Help Veterans Become Career Ready!



Our progressive program is designed to prepare veterans to make the transition into the civilian workforce. In addition to learning the important soft skills, it will teach them how to keep their job and advance in their career.

Interested in becoming a partner, contact us:
info@SoftSkillsMilitary.com

- Improves Business Communication
- Develops a Positive Reputation
- Uncovers the Secrets of Networking
- How to Determine Their Best Career



A complete online video course designed to help veterans go one-step further

Seeking Partners That Can Make It Happen!

The **Military Edition Job Readiness Program** is designed for anyone making the transition from the military to civilian workforce. These professional online videos will show veterans what employers will expect from them and how to use the skills they learned in the military to become successful.

The package includes:

- 13 Job Readiness videos
- Actual Case studies to further explain a specific soft skill
- Role playing to illustrate specific activities
- A Review/Quiz at the end of each lesson

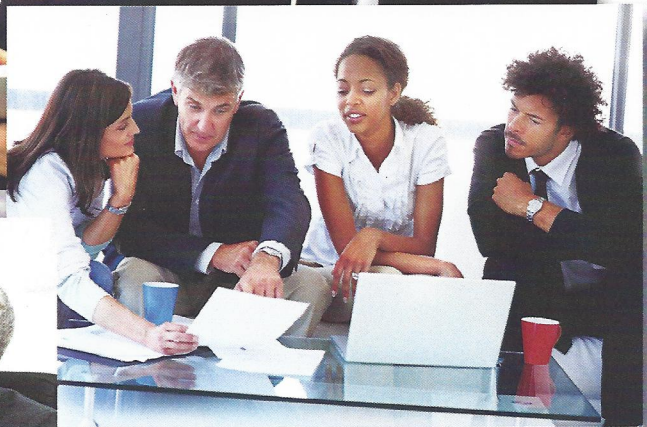
The Military Edition consists of these lessons:

Lesson #1	Intro To Soft Skills for the Military	Lesson #8	Workplace Relationships
Lesson #2	Power Listening	Lesson #9	Phone Etiquette
Lesson #3	Business Verbal Communications	Lesson #10	Email Essentials
Lesson #4	Intro to the Business World	Lesson #11	Business Written Communications
Lesson #5	Resume Writing	Lesson #12	Customer Service Basics
Lesson #6	Interviewing & Business Networking	Lesson #13	Career Creation
Lesson #7	Finding a Job		

Let's talk, contact us at: info@SoftSkillsMilitary.com



Become Career Ready



Improve your soft skills!

This program is designed for:

- Graduating Students
- Veterans
- New Hires
- Adult Education
- Ex-Offender to Work
- Intellectually Disabled Work Training



"The most complete and concise Job Readiness package in the market"

Why this Job Readiness Program is the best choice:

- Created by employers, vetted by academia
- Covers ALL major soft skills as requested by business employers
- Closed captioned for hearing impaired and/or ESL personnel
- Available Online or on DVD's
- Certificate of Completion available

All video lessons contain:

- Real life professional instructors
- Role playing
- Actual business case studies
- Review and quizzes
- Instructor's Guide with complete syllabi
- Student Workbook
- Tests
- Quick Reference Cards

6 Career Ready Programs

1 Career Enhancement Program (13 videos, 5 1/2 hours)

Designed to help those entering the work force or people wanting to advance in their career.

- Intro To Soft Skills
- Power Listening
- Business Verbal Communications
- Intro To The Business World
- Resume writing
- Interviewing
- Finding a Job
- Workplace Relationships
- Phone Etiquette
- Email Essentials
- Business Written Comm
- Customer Service Basics
- Career Transition



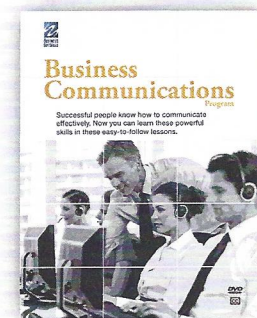
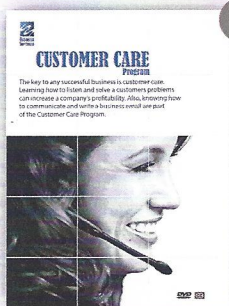
2 Military Edition Program (13 videos, 5 1/2 hours)

For those personnel that are transitioning from military life to the civilian workplace. All of the video lessons are the same as the Career Enhancement Program with the addition of a special section directed just to veterans.

3 Customer Care Program (5 videos, 2 hours)

The course covers communications and customer service basics.

- Intro to Soft Skills/ Power Listening
- Business Verbal Communications
- Phone Etiquette
- Email Essentials
- Customer Service Basics

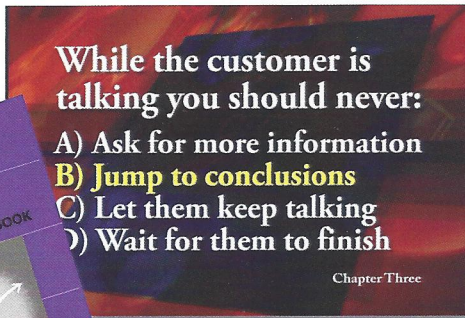


4 Business Communications Program (5 videos, 2 hours)

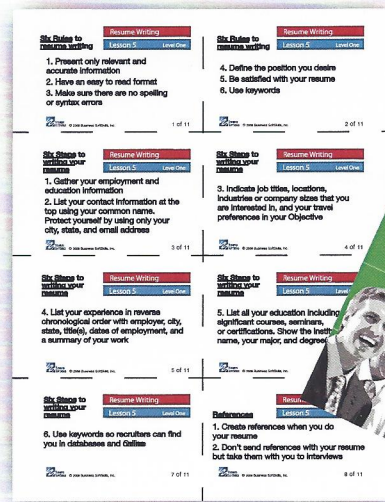
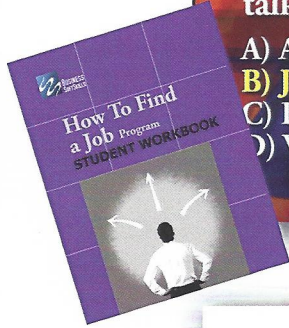
The course covers verbal and written communications including reports and Power Points, writing business emails and corporate phone etiquette.

- Intro to Soft Skills/ Power Listening
- Business Verbal Communications
- Phone Etiquette
- Business Written Communications
- Email Essentials

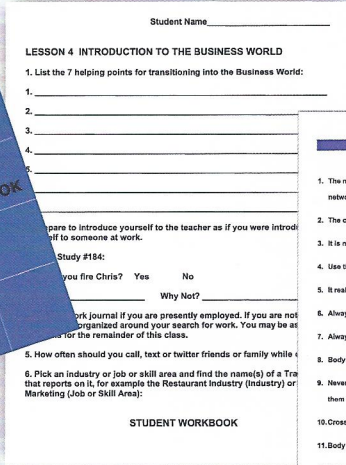
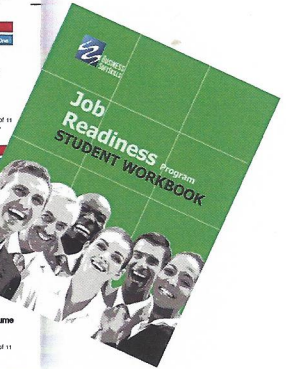
It's what's inside that counts!



Review and Quiz

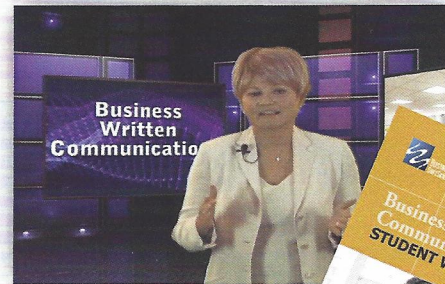
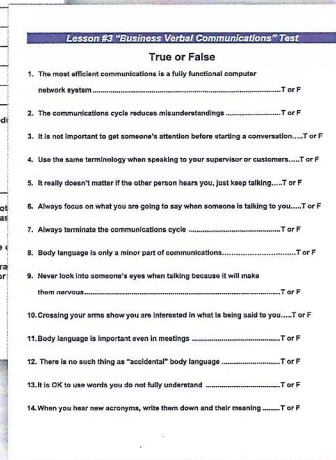


Quick reference cards

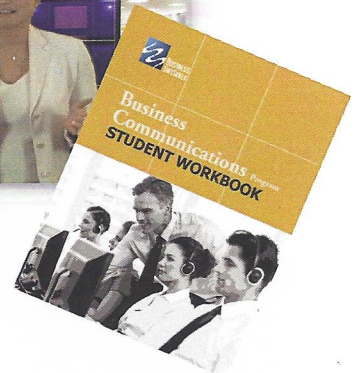


Workbook

Tests



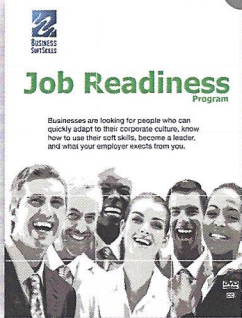
Professional instructors



5 Job Readiness Program (9 videos, 3 1/2 hours)

The course covers transitioning to the business world, learning how to make decisions, learning to work with people and teams, creating a business reputation and workplace networking just to name a few.

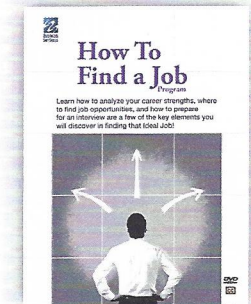
- Intro to Soft Skills
- Power Listening
- Business Verbal Communications
- Intro To The Business World
- Workplace Relationships
- Phone Etiquette
- Business Written Communications
- Email Essentials
- Customer Service Basics



6 How To Find a Job Program (5 videos, 2 hours)

It begins with a career analysis, then how to write an effective resume, followed by how to interview and networking basics and information where to look for jobs.

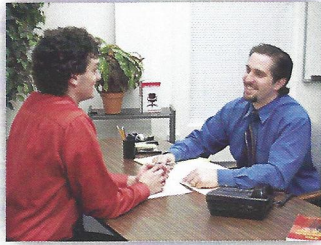
- Career Transition
- Intro to Soft Skills/ Power Listening
- Resume writing
- Interviewing
- Finding a Job



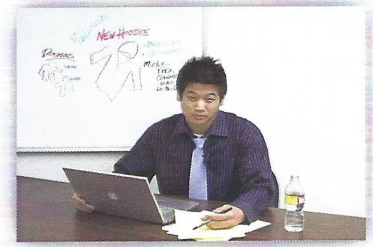
What people are saying:

"...they are a great resource for our job-readiness workshop."
San Diego City College Professor

"Many are seeking new employment and will find these videos well prepared for a successful job interview."



*Vice President
 Foundation for CA Community Colleges*



"Your materials have done a great job in addressing such overlooked areas as "what's expected in the workplace", "how to successfully interview for a job", "team participation and verbal communications."
Business Co-Chair of BESAC

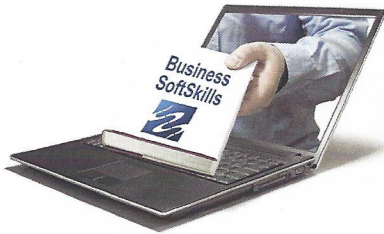
"The soft skills video lessons...really ARE an excellent package! One-Stop Career Centers has been using the videos for job seekers for the past year."



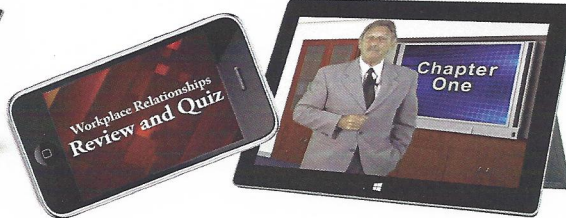
*Administration Director,
 One-Stop Career Center,
 Orange County*

"Some of the comments I have heard from students regarding the video are: "Lessons are good length; The change of delivery in lessons keeps them interested; Great information; I'm more confident about my job search."
Huntington Beach Adult School

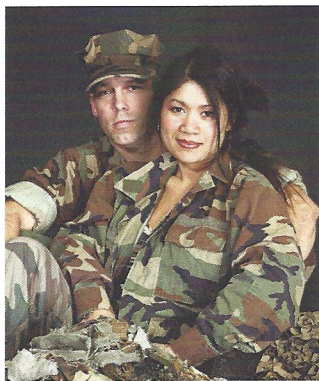
Available Online



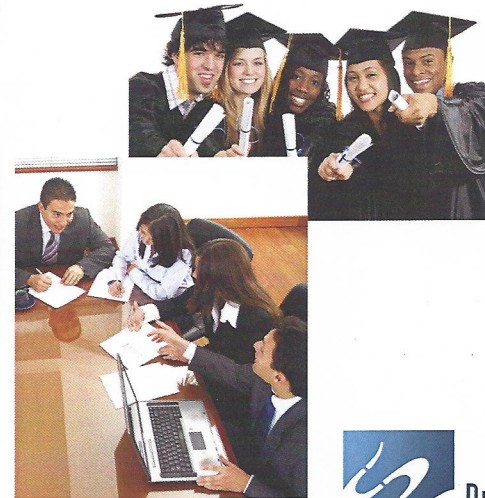
Smart Devices Supported



Available in DVD Format with Site License



Preparing for your Career!



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 email: info@SoftSkillsMilitary.com