

iSucceed Program Overview

(based on The Workplace Excellence Series)

This program will provide life skills, job readiness skills and job placement assistance. The modules are designed to help people understand and deliver the essential workplace skills that companies demand today. Participants of the ten-module program will:

- ✓ gain a better understanding of the employer's perspective & learn practical skills
- ✓ increase appreciation for their education, and build habits for future career success
- ✓ job seekers learn to show their value to prospective employers and get hired faster

Topics include:

- **Adaptability** -- navigating success in the changing workplace: you will learn strategies for succeeding in a changing environment, improving personal adaptability, and managing stress
- **Communication-ability** -- verbal & non-verbal communication in the workplace: you will gain tools to improve verbal and non-verbal communication, learn the importance of active listening, and tips for effective greetings and introductions.
- **Dependability** -- maximizing your time in the workplace: you will learn the 5 step process, plus strategies to focus on top priorities, stay engaged and productive, and avoid procrastination.
- **Present-ability** -- displaying the image of your workplace: you will gain understanding of excellent professional presentation, how to identify & cultivate the company image, build a wardrobe quickly & affordably, dress for success & continuously improve.
- **Reasonability** -- managing your mind in the workplace: you will discover how to identify, adjust and solve problems, and learn practical ways to cultivate reasoning and mindset that leads to success.
- **Respectability** -- thriving in a multigenerational workplace: you will gain an understanding of the five generations in the workforce, and learn strategies to appreciate differences, play to everyone's strengths, and improve the ability to thrive.
- **Suitability** -- fitting into the culture of the workplace: find out why work culture is important and how to successfully learn, adopt, and promote the culture of the industry, company, and/or department.
- **Transition-ability** -- making a smooth job transition: learn how to prepare for a new job, succeed in the first 90 days, and maintain life/work balance for personal career, and company health.
- **Workability** -- realities & expectations in today's workplace: gain understanding of today's realities, employer expectations, and your role in supporting the bottom-line, earning your keep, increasing profit, and exceeding expectations.

- **Write-ability** -- written communication in the workplace: writing is a part of every job, and often used to measure capability. This module teaches, writing effective emails, appropriate social media, tips for workplace texting and replying to messages.