



Critical Core Business Skills Training Grant Series

12 X 3 hour soft skills modules (36 hours total)

Offered Fall 2016 and Spring 2017

Possible Training Venues: Wausau, Medford, Phillips, Antigo, Wittenberg

The world of Business is constantly changing. In this course, students will explore the evolving nature of the modern business enterprise and discuss influences and trends related to competition, globalization, quality, and advanced technology. Employees will recognize the value of personal accountability, flexibility, and innovation in the business workplace and develop foundational skills in productivity, problem solving, team effectiveness, and adaptability.

Twelve-module series (3 hours per module):

Module 1: Work Productively

Module 7: Work in Teams

Module 2: Follow Directions

Module 8: Communication

Module 3: Workplace Safety

Module 9: Listen Effectively

Module 4: Think Critically

Module 10: Integrity at Work

Module 5: Problem Solving

Module 11: Positive Attitude

Module 6: Goal Setting

Module 12: Adapt to Change

Cost: \$240 per person (\$480 w/o grant) includes all materials and handouts

Please advise if you wish to have your own in house section(s) or a certain number of employees attend a multi business consortium at one of the NTC campuses near you.

Brenda Office: 715.803.1426 zimmermannthorpe@ntc.edu

