

Critical Core Business Skills Training Grant Series

Offered at NTC's Wausau Campus - Center for Business & Industry

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.

Cost: \$240 per person (\$480 without grant) includes all materials and handouts.

Format: Twelve 3-hour soft skills modules (36 hours total)

Meeting Dates: Thursdays, beginning Jan. 12, from 1:00 p.m. - 4:00 p.m.

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| Module 1: Work Productively |
| Module 2: Follow Directions |
| Module 3: Workplace Safety |
| Module 4: Think Critically |
| Module 5: Problem Solving |
| Module 6: Goal Setting |
| Module 7: Work in Teams |
| Module 8: Communication |
| Module 9: Listen Effectively |
| Module 10: Integrity at Work |
| Module 11: Positive Attitude |
| Module 12: Adapt to Change |

TO REGISTER Please let us know approximately how many participants you would like to send to which courses by Sept. 30, 2016. If you are interested in any of the courses listed, please contact Maggie Coakley at coakley@ntc.edu or 715.803.1033.

