

Soft Skills: Working with Others

Course Description

Soft Skills: Working with Others provides participants with communication tools required for success in the Canadian workplace. Using videos and other media, the course explores different types of interactions and prepares participants to be workplace ready in the areas of networking, negotiating, working with others and conflict management.

Course Objective

To explore Canadian workplace cultural norms and communication strategies through videos and audio recordings

Method of Instruction

Facilitated – Online asynchronous

Course Topics

- Networking
- Negotiating
- Working with Others
- Conflict Management



Time Required

5 - 7 hours per week for 4 weeks

Technology Required

- Latest version of one of the following browsers is recommended:
 - Firefox
 - Safari
 - Google Chrome
 - Internet Explorer
- Email: Outlook Express / Outlook / browser based package, i.e. (Gmail, Hotmail, Yahoo)
- Operating System: Windows XP or higher, Mac OS X or higher
- Latest version of Java and Adobe Flash
- Headset or Microphone and Speakers
- PDF reader (such as Adobe Reader)
- High speed internet access

Participant Criteria

Recommended Language Level: Canadian Language Benchmarks (CLB) 6 or higher (Upper Intermediate)
General/Academic IELTS – 5.5+ in all skill areas

Evaluation

Upon completion of the course, clients are asked to complete an online evaluation.