

Conover[®] Workplace Readiness Certificate



PREPARE. SEARCH. SECURE.

SOFT SKILLS



Onsite and distance learning
anytime, anywhere and on any device.

Workplace Readiness Certificate

Welcome to our new Workplace Readiness Certificate. Our Workplace Readiness Certificate is a lower level version of our popular Workplace Readiness Credential. It is no secret that social-emotional skills are key for success of all people, for social-emotional competencies are the building blocks to all social skill development. For over 30 years, The Conover Company has sought ways to teach the skills of social-emotional learning to individuals of all learning abilities. This new program is a more simplified version of our popular Workplace Readiness Credential for soft skills and will teach workplace readiness skills such as job readiness, job seeking and job keeping skills. This program is 100% audio/visual based and requires no reading, making it perfect for lower-functioning life skills learners.

Job Readiness Skills:

ATTITUDE

HTS

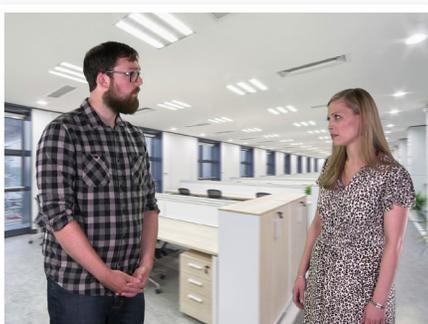


This program teaches users how to develop a good attitude for the workplace. They will learn how a good attitude can help them get more done and have more enjoyment in their job. Topics covered are: The Definition of Attitude, The Importance of Attitude, How to Develop a Good Attitude, Tips for Improving Your Attitude and Benefits of a Good Attitude.

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COMMUNICATION

HTS



In this program, individuals will learn about the importance of communication in the workplace. They will learn how both verbal and nonverbal communication contribute to workplace success. Topics covered are: What is Communication? The Importance of Communication, How to Develop Communication in the Workplace, Tips for Improving Communication Skills and Benefits of Communication.

[Learn More](#)

PLANNING AND ORGANIZING

HTS



Planning and Organizing teaches individuals the importance of planning and organizing in the workplace. Users will learn how to plan tasks and get organized in order to meet their goals. Topics covered are: Planning and Organizing, Prioritizing, Time Management, Delegating and Planning Ahead.

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CRITICAL THINKING

HTS



Critical Thinking teaches how to use information to solve problems and make decisions in the workplace. In this program, users will learn how to gather, analyze and apply information to solve problems. Topics covered are: What is Critical Thinking?, Gathering Information, Analyzing Information, Applying Information and Making a Decision.

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SOCIAL SKILLS

HTS



This program on social skills teaches users how to build strong relationships in the workplace. Users will learn helpful tips to improve their social skills and build strong relationships with their coworkers, managers and customers. Topics covered are: What are Social Skills?, The Importance of Social Skills, How to Improve Social Skills, Tips for Improving Social Skills and Benefits of Social Skills.

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TEAMWORK

HTS



In this program, individuals will learn what it means to use teamwork effectively in the workplace. They will also learn tips to become a better team player. Topics covered are: What is Teamwork?, Why Teamwork Matters, Becoming a Team Player, Tips for Working as a Team and Benefits of Teamwork.

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PROFESSIONALISM

HTS

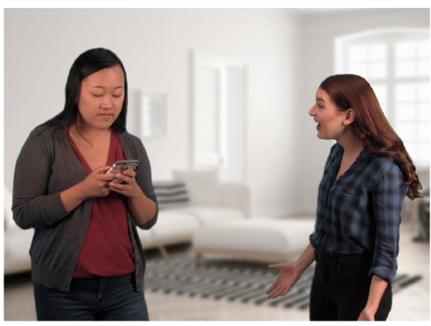


In this program, users will learn how to live up to high standards of professionalism. They will learn appropriate ways to speak and behave in order to be successful in the workplace. Topics covered are: What is Professionalism?, Workplace Ethics, Physical Appearance, Language and Minding Your Manners.

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MEDIA RULES

HTS



Media Rules teaches users how to use media in a polite and respectful way in the workplace. This program covers: Cell Phone Rules, Email Rules, Laptop and Tablet Rules, Internet Use and Social Media Use.

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Job Seeking Skills:

JOB SEARCH

HTS



Job Search explores the basics of looking for a job as well as how and where to look. This program is designed to help users find a job that is a good match for them using both their interests and qualifications. Topics include: Consider the Type of Job You Want, Consider Your Qualifications, How to Begin Looking, Networking and Job Ads & Job Fairs.

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RESUMES

HTS



This program teaches users how to create a resume that will set them apart from other applicants. They will learn how to state their skills and abilities in order to demonstrate why they are a match for a job. Topics include: Resume Overview, Resume Format, Professionalism, Resume Content and Submitting the Resume.

[Learn More](#)

JOB APPLICATIONS

HTS



Job Applications helps users prepare to fill out a job application. They will learn tips for filling out an application successfully in order to increase their chances of getting an interview. Topics covered are: Application Overview, Getting an Application, Filling out the Application, References and Completing the Application Process.

[Learn More](#)

PREPARING FOR AN INTERVIEW

HTS



In this program, users will learn the basics of preparing for a job interview. They will learn how to set themselves apart from other candidates by appearing confident and professional right from the start. Topics covered are: Getting an Interview, Learning About the Job Itself, Preparing to Answer Questions, Preparing to Ask Questions and How to Mentally Prepare.

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INTERVIEWING

HTS



Interviewing teaches users skills to sell themselves as the best person for a job. This unit prepares users to feel confident going into a job interview. Topics covered are: Physical Appearance, Interviewing Etiquette, Answering Questions, Asking Questions and Wrapping up the Interview.

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AFTER THE INTERVIEW

HTS



This program teaches users to make a good impression on the company even after a job interview. They will learn to set themselves apart from other applicants and increase their chances of getting the job. Topics covered are: Following Up, While You Wait, Accepting a Position, Quitting a Job and Facing Rejection.

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Job Keeping Skills:

GETTING OFF ON THE RIGHT FOOT

HTS



Getting Off on the Right Foot teaches users how to get off on the right foot and head in a good direction when starting a new job. They will learn how having a good attitude and following company rules will allow them to have success in their new position. Topics covered are: Meet With Your Manager, Take Responsibility, Follow Company Rules and Policies, Stay Positive and Start Fresh.

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GETTING ALONG IN THE WORKPLACE

HTS



This program teaches users skills necessary to work well with supervisors, peers, customers and others in the workplace. Topics covered include: Build a Relationship with Your Supervisor, Get Along with Your Peers, Talking with Customers, Practice Good Social Skills and Balance Work and Personal Life.

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PERFORMANCE REVIEWS

HTS



In this program, users will learn what to expect from their first performance review. They will learn several tips to help them have a terrific performance review and keep the job they love. Topics covered are: Exceed Expectations, Handle Criticism Well, Respond to Compliments, Evaluate Your Own Performance and Make Improvements.

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One of the best ways to receive additional information on our products and services is to sign up for a free webinar.

Our webinars are structured to fit your time frames and needs. All you have to do is email us, call us, or go to our website and let us know the dates and times you have available. **We do the rest. Here is how it works:**

STEP 1

Select a date and time and sign up for a webinar.



STEP 2

On the date and the time you choose, we will send you an email with a link to our computers.



STEP 3

Click the link. It will automatically connect with us. We can connect up to 15 sites.



That's all there is to it. It is like having a professional sales consultant on-site without the hassle and commitment inherent in that process.

FOR MORE INFORMATION:

PHONE: 800-933-1933

FAX: 800-933-1943

E-MAIL: sales@conovercompany.com

WEB: www.conovercompany.com

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