

WorkReady® Development Series Online



Professional Development Associates

Facilitating the growth of individuals & their organizations

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INTERNET-BASED TRAINING

The need for basic skills training continues to be a focus of attention to many employers for providing their support staff with skills that can be used on the job daily. These skills save organizations money, improve professionalism, increase productivity, and reduce errors by focusing on accuracy.

Now your support staff can learn these necessary skills with Vital Learning's WorkReady Development Series Online. These self-studies are interactive, user-friendly courses for self-development in the workplace. They are excellent add-on courses to our in-class versions. These online courses may be used as self-paced, stand-alone, or combined with classroom or guided discussion with an online trainer/coach. Nowhere else will you find such quality-crafted training programs to meet the needs and objectives of your support staff personnel.

SERIES MODULES

Achieving Communication Effectiveness

Administrative and support personnel will learn effective communication techniques thereby opening the door to dialogue, negotiation, and compromise.

Participants will also be trained to function more productively through improved communication skills. More accomplished communicators will work well with others to get tasks done faster and with fewer mistakes. Support staff who are skilled communicators will be respected within the organization, because they understand instruction, get their thoughts across, influence others, and stimulate new ideas. As a result, organizational productivity will increase.

Professionalism in the Office

Professionalism in the Office is designed to teach the skills needed to be more professional on the job. This self-study will emphasize the positive results when an employee possesses courtesy, work organization, time management skills, effective interpersonal communication skills, knowledge of the organizational culture, and flexibility for change. This course gives the opportunity to assess personal performance, participate in learning experiences not available in the day-to-day work environment, and define and evaluate personal goals/objectives related to career growth.



LEARNING

Take The Lead.

Continued on back

Performance Excellence Planning

Employers who provide growth opportunities and who actively encourage employees to do career/life planning boost morale and reduce turnover. Success in the world is based not only on their ability to perform, but also on their motivational level and their desire to succeed. To be successful, everyone should develop the skills that will help make the adjustments necessary to fit in and become a member of society or a working team. This course will assist in assessing capabilities, and aspirations and in changing work responsibilities. Goals will be set to create an action plan to monitor progress to insure achievement, both personally and professionally.

Diversity Awareness

This interactive online skill builder will assist in understanding, recognizing and appreciating that cultural diversity means being different from others and learning how to celebrate those differences once they are identified. The opportunity will be provided to learn and then do something about personal understandings of other cultures. This course will show how to interact with different kinds of people and recognize the benefits that multi-culturalism can bring to our lives. *Diversity Awareness* is a source of enrichment which can bring a wealth of benefits to every organization.

Understanding and Using Financial Data

This course addresses the meaning and importance of financial statements, financial terms, and ratios, analyzing an organization's financial condition, investments, and increasing professional effectiveness. Basic financial knowledge is imperative for long term success, because money, well managed, causes the company to grow and prosper. The purpose of this course is three-fold: to understand the thought process of business, the terminology associated with business and financial statements, and the experience of working through analysis problems.