



# The Workplace Excellence Series



## Delivering Essential Skills for Workplace Success

Equip your employees with the essential workplace skills through the 10-module Workplace Excellence Series offered by Racine County Workforce Solutions delivered by certified trainers. This Series is designed to help people understand and deliver the essential workplace skills that companies demand today. Participants of the ten-module program will gain a better understanding of the employer’s perspective, practical skills, and the “bottom line” in ten essential areas.

REALLY

WHAT EMPLOYERS WANT TODAY  
Workplace Excellence Series



Use the whole series, or select modules to meet individualized needs.

**Adaptability**  
**Communicationability**  
**Dependability**  
**Presentability**  
**Reasonability**

**Respectability**  
**Suitability**  
**Transitionability**  
**Workability**  
**Writeability**

Cost based on amount of participants and modules delivered.

**Contact Business Solutions TODAY!**  
**262.638.7787**  
**business.solutions@racinecounty.com**

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# The Workplace Excellence Series



## Delivering Essential Skills for Workplace Success

The series promotes career and company success by teaching the essential workplace (soft) skills employers demand today. The 10 modules work great as a series, as stand-alones, or in varied combinations. We will come to you!

### BENEFITS FOR EMPLOYERS

#### Maximize Employee Performance

- ◆ Increase productivity and team building by fostering effective employee communications skills.
- ◆ Attract and retain a high-quality workforce.
- ◆ Establish a reputation as an employer of choice, which values and invests in a positive work culture that empowers quality employees.
- ◆ Reduce Turnover & Associated Costs
- ◆ Empowered employees stay and grow with your business. They are invested in your mission and vision.
- ◆ Get the Competitive Edge
- ◆ Brand your company as a leader in delivering workforce excellence on all levels.

#### THE CURRICULUM

The series consists of ten flexible modules designed to help employers understand and deliver what companies really want today. Each module teaches the employer's perspective practical skills, and the "bottom line" in one of ten essential areas.

**Adaptability** | navigating success in the changing workplace  
**Communicationability** | verbal & non-verbal communication  
**Dependability** | maximizing your time in the workplace  
**Presentability** | displaying the image of your workplace  
**Reasonability** | managing your mindset in the workplace  
**Respectability** | thriving in the multi-generational workplace  
**Suitability** | fitting into the culture of the workplace  
**Transitionability** | making a smooth job transition  
**Workability** | realities & expectations in today's workplace  
**Writeability** | written communication in the workplace

#### NEXT STEPS

**Schedule a consultation to identify your needs**

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