

ESSENTIAL WORKPLACE SKILLS



Is your business interested in providing more training to your employees in basic essential skills? Do your employees need to sharpen their skills in areas such as problem solving, communication, teamwork, attitude/manners, social responsibility, and organization? Consider Essential Workplace Skills training, where your employees will learn how to work effectively together. This training focuses on production staff learning the essential skills they need in order to thrive in your workplace.

This class is interactive as well as discussion orientated. It is designed to be fully customizable to your employee training needs and we are able to conduct this training at your site or ours.



“Keep it up. I learned a lot from this course and I believe my coworkers did too” -

Previous trainee

Brief Class Outline

- Effective Teams
- Communication Skills
- Internal Customer Service
- Employee Attitude
- Conflict Management
- Stress Management
- Time Management
- Values & Ethics Awareness

Contact Us

Phone: 559.688.3130

Email: trainingcenter@cos.edu

Website: www.cos.edu/trainingcenter