

CompTIA Soft Skills Essentials

Course Overview

CompTIA Soft Skills Essentials develops skills that enhance careers by providing competency in critical interpersonal, communication, and collaboration skills. The training follows a skills-based framework aligned with a learning model that utilizes narrative text, video, illustrations, and assessments to give context to the material, provide relevance through practice and feedback, and allow the learner to demonstrate mastery through hands-on activities and assessments.

Target Student

CompTIA Soft Skills Essentials is designed for a broad audience, but primarily targets individuals looking to enhance their professional effectiveness in any workplace, especially within the technology sector.

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 - Character and Professionalism
 - Habits and Qualities of Effective Employees
 - Professional Appearance
- Communication
 - The Four Communication Pillars
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 - Effective Writing
 - Advanced Communication Techniques
- Collaboration and Teamwork
 - Collaboration and Teamwork
 - Team Stages
 - Being a Great Team Member
 - Using Communication Styles
 - Understanding Feedback
- Critical Thinking and Problem-Solving
 - Critical Thinking
 - Making Good Decisions

- Career Success
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 - Creating and Effective Resume
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