



Provider	Knoxville Area Urban League
Program Name	Workplace Pre-Skill Preparedness: Core Competencies
Program Summary	Description: Workforce Program designed to prepare individuals to enter the workplace with the employment preparedness and industry-recognized soft skills to be successful in the 21 <sup>st</sup> century that promotes and meets the standards of valued-added employability in any industry. <i>Program is eligible for financial assistance under the Workforce Innovation &amp; Opportunity Act (WIOA)</i>
Credential Attained	Certificates Awarded for Measurable Gains in Five Workplace Areas and Four Industry Recognized Soft Skills
Program Prerequisites	None Required
Grievance Procedure	
Refund Policy	
Program/Service Locations	Knoxville Area Urban League Primary 1514 East Fifth Avenue Knoxville, TN 37917
Class Department	Workforce Development
Class Duration	5 weeks
Class Frequency	Weekly Meetings & Self-Directed Assignments
Class Time	2 Hours
Other Time, Including Lab	2 Hours
Total Time	20 Hours
Class Offered	Day
Program Cost	Tuition \$375.00
Other Costs (Printed Materials)	\$25.00
Total Program Costs	\$400.00
Minimum Class Size	3
Maximum Class Size	10
Number of Instructors	2
Skills	Workplace Preparedness Area I – Workplace Onboarding Expectations Workplace Preparedness Area II – Workplace Performance Evaluations Workplace Preparedness Area III – Workplace Leadership & Operational Structures Workplace Preparedness Area IV – Workplace Culture & Ethics Workplace Preparedness Area V – Workplace Mobility & Advancement Industry Recognized Soft Skill I – Effective Workplace Communication Industry Recognized Soft Skill II – Conveying Professionalism Industry Recognized Soft Skill III – Promoting Teamwork & Collaboration Industry Recognized Soft Skill IV – Thinking Critically & Problem Solving