



PRODUCT PROFILE:

CompTIA Soft Skills Essentials

OVERVIEW

CompTIA Soft Skills Essentials is designed to provide learners and employees across industries with a comprehensive understanding of essential non-technical skills required for workplace success. This course focuses on enhancing professionalism, communication, teamwork, critical thinking, and career development, equipping learners with the tools to thrive in professional environments.

Soft Skills Essentials supports competency in critical workplace skills, offering learners a competitive edge in their careers. Learners will receive a CompTIA Competency Certificate upon completion, validating their mastery of the course content.

The course is hosted on the CompTIA Learning platform and follows a skills-based framework aligned with the Progression Model of Learning. It incorporates narrative text, videos, interactive activities, and assessments to ensure an engaging and effective learning experience.

Learner Benefits

- Demonstrate professionalism and workplace readiness.
- Communicate effectively using active listening and clear writing.
- Collaborate in teams by adapting communication styles and resolving conflicts.
- Apply critical thinking to solve workplace problems.
- Provide and receive constructive feedback.
- Manage time and prioritize tasks effectively.
- Build career success with resumes, profiles, and interview skills.
- Adapt to different communication styles to enhance collaboration.

KEY FEATURES

TRAINING DELIVERY OPTIONS

- Self-paced
- Instructor-led learning

AVAILABLE PRODUCT OPTIONS

- CertMaster Learn

ESTIMATED TIME

- 4-8 Hours of Instruction

LEARNER OUTCOMES

CompTIA Soft Skills Essentials provides learners with critical non-technical skills for workplace success. The course covers professionalism, communication, teamwork, critical thinking, and career development. Learners earn a Competency Certificate and benefit from a skills-based framework with narrative text, videos, and assessments for a flexible, engaging learning experience.

LESSON OUTLINE

1.0 Character and Professionalism

2.0 Communications

3.0 Collaboration and Teamwork

4.0 Critical Thinking and Problem-Solving

5.0 Career Success