

# The Workplace Excellence Series

Delivering Essential Skills for Workplace Success



## Blueprint for Companies

supporting incumbent workers & new hires

To maintain a healthy bottom-line and reach their goals, companies today need every employee to deliver not just the hard skills for the job, but the workplace excellence to maximize those skills. Developed through a public-private partnership, based on employer needs and vetted by businesses across industries, **The Workplace Excellence Series** teaches incumbent workers and new hires the essential workplace skills you look for when hiring, retaining, and advancing employees. Equip your employees with the skills that maximize their contribution and success on the job.

### BENEFITS

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.

### NEXT STEPS

**The Workplace Excellence Series** must be delivered by a Certified Facilitator so:

- Bring in a Certified Facilitator to train your employees through the series, OR
- Get your team certified to deliver the series to your employees.

### THE CURRICULUM

The series consists of ten flexible modules designed to help employees 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

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We use the **DEPENDability** module to help our Engineers to focus on the top priorities, and we've seen benefit from it already.  
I think the Workplace Excellence training is a necessity for a high-performing company.”

– Peter Russell, HR Manager, Cianbro

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