COURSE SYLLABUS

Construction Soft Skills Course Online

Enhance your professional abilities with skills in communication, self-management, teamwork, and leadership. Learn how to navigate the technical world with confidence, solve problems, and collaborate effectively.

> Group classes (Live Online) and onsite training are available for this course. For more information, email partnerships@vdci.edu or visit: https://vdci.edu/courses/construction-soft-skills-course



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Course Outline

This package includes these courses

- Communication & Connection Course Online (10 Hours)
- Self-Management Skills Course Online (10 Hours)
- Teamwork, Collaboration & Leadership Course Online (10 Hours)

Communication & Connection Course Online

In this course, you'll develop emotional intelligence and communication skills, with a focus on diversity, equity, and inclusion (DEI). You'll learn to build connections, make requests, manage conflict, and negotiate effectively. The course also covers public speaking and body language to enhance your communication. To improve problem-solving, teamwork, and leadership, you'll engage in group discussions and interactive forums to refine these essential skills.

- Build connections and make requests effectively
- Develop emotional intelligence and enhance communication skills
- Focus on diversity, equity, and inclusion (DEI) in your interactions
- Master conflict management and negotiation strategies
- Learn the art of public speaking and how to use body language for better communication
- Strengthen problem-solving, collaboration, and leadership skills
- Engage in group discussions and interactive forums to refine these essential skills

Self-Management Skills Course Online

This soft skills course for construction professionals covers time management, goal setting, and improving efficiency. You'll learn how to build a positive mindset, prioritize key tasks, and make decisions using a proven framework. Focusing on communication, teamwork, and leadership, the course also emphasizes ethics and integrity to build trust. Engage in group discussions and connect with your instructor and classmates to refine these essential skills.

- Evaluate your time
- Improve efficiency
- Prioritize what matters
- Establish a positive frame of mind and set career and life goals
- Form a framework to make decisions
- Prioritize ethics and integrity to build trust

Teamwork, Collaboration & Leadership Course Online

This training will help you learn the essential skills which are often overlooked and will improve your ability to solve problems, thrive on teams, and lead others. This course focuses on planning and conducting meetings to build collaboration. Learn the principles needed to thrive as a team and make decisions as a group to move an idea forward. You will also learn to inspire others by applying the fundamentals of leadership, regardless of which position you hold at your organization. You will participate in group discussion forums, connect with your instructor, and message your classmates.

- Effectively conduct meetings
- Build collaboration
- Thrive as a team and make decisions as a group
- Encourage teams to buy into an idea or plan
- Move an idea forward in a group setting
- Inspire others through leadership