



Mercer County Technical Schools has access to **free courses** at RealityWorks and laptops for enrolled Adult Evening School students to take soft skill courses in Employability and Leadership Skills.

Employability

With our Online Employability Skills Program, students can practice 19 key soft skills in a self-paced, online learning environment. Based on our RealCareer Employability Skills Program, this e-learning program features real-world scenarios and activities to provide relevant soft skills practice opportunities. Each guided lesson includes automatic progress monitoring.

Supplement your program with select lessons as teaching time allows or focus on all 19 lessons for 15-20 hours of course content.

Topics covering

Communication
Teamwork
Problem Solving & Critical
Thinking
Using Technology
Time Management
Interviews

Motivation
Work Ethic
Listening
Respect
Responsibility
Flexibility
Interpersonal Skills

Negotiation
Networking
Patience
Presentation Skills
Self-Confidence
Stress Management

Leadership Skills Curriculum

Use our Online Leadership Soft Skills Program as a standalone course or to supplement your current program. Based on our Leadership Skills Program, this e-learning program teaches students 18 different leadership soft skills. It features guided lessons and automatic progress monitoring, instructing students through practical applications of these invaluable skills.

Supplement your program with select lessons as teaching time allows or focus on all 18 lessons for 15-20 hours of course content.

Curriculum Lesson Topics

Trust
Professionalism
Coaching & Mentoring
Conflict Resolution
Decision Making & Goal
Setting
Delegation

Honesty and Integrity
Diplomacy & Tact
Determination
Empathy
Servant Leadership
Team Building
Visionary Leadership

Optimism
Public Speaking
Observation
Creativity
People Skills

Students can contact Jen Terepka (jterepka@mcts.edu) for information about device pickup if needed or enrolling in one or both of the soft skills courses.

