

Course title: Soft Skills**Instructor:** Ilana Vaiman**What you will gain:**

At the end of the course you will learn skills such as teamwork, leadership, time management, problem solving, communication. Your employees will be able to be proactive when it comes to identifying problems and potential barriers to projects, tasks, and goals. In addition, they will be able to identify and implement solutions or propose alternative adjustments.

Requirements: Be enthusiastic and interested in soft skills**Purpose:**

Our goal is not only to teach, but also to provide maximum support to bring your work to the highest level. Being more successful in your business life Increased efficiency and increased productivity

Target group:

Companies that want to increase the professionalism of their employees People who want to have different skills

Office hours : 36 Hours**Type of Course:** Mandatory**Teaching Method(s):** Workshop (or on Zoom)**Scope :** 2 month**Course Overview & Objectives:**

Soft skills focus on who people are, as opposed to what they are trained in. They serve to represent your approach to life and work. Simply put, soft skills are interpersonal skills hardwired to an individual's personality, and they characterize how you interact with other people in the workplace. Essentially, soft skills are the people skills, personality skills, and communication abilities your workforce needs for the long-term success of your organization. After all, almost every job requires employees to engage with others, either inside or outside of your organization, making these skills something not to be overlooked.

Learning Outcomes: By the end of the course, students should be able to:

1. Stronger leadership;
2. More effective communication;
3. Improved problem solving;
4. Enhanced creative and critical thinking
5. Better teamwork, efficiency, and productivity;

Lessons Plan

Lesson #	Subject
1	Business Communication
2	Teamwork & Collaboration
3	Critical Thinking& Problem- Solving
4	Strorytelling
5	Public Speaking
6	Visual Presentation

Course Requirements, Assessment and Grade Structure:

- Mandatory attendance: Attendance and active participation in the lessons contribute to meaningful learning. An attendance rate of less than 80% will result in expulsion from the course. Attendance in Zoom lessons requires opening the camera, according to college regulations.
- The final grade of the course is made up of the assignment grades, the final project, and personal assessment of each student.