

SUCCESSFUL WORK AND LIFE TRANSITIONS, CERTIFICATE OF COMPLETION

Requirements

The Successful Work and Life Transitions Certificate enables students to develop the skills, attitudes and practical steps to effectively navigating work and life transitions. Those who earn this certificate increase their self-awareness and learn not only what it takes to secure a new job, but also how to prepare for a better job. This certificate is also a gateway into other noncredit and credit programs, helping students develop workplace skills and training that will qualify them for even greater work opportunities.

There are no prerequisite requirements for this program, and courses are open to all students.

Code	Title	Units
PROW NC080	Creating a Life of Purpose for Workplace Success	0
PROW NC081	Transitions Nuts and Bolts 1	0
PROW NC082	Creating Successful Life and Work Transition Plans	0

Learning Outcomes

1. Assess current skills, abilities, interests, and talents and match them with potential work opportunities.
2. Identify an employment challenge and apply skills to meet and overcome that challenge.
3. Explain and apply a practical step-by-step plan to successfully complete all necessary employment requirements.
4. Identify professional strengths and limitations and describe two behavioral techniques to increase workplace competencies.