

Foundation Skills

achieve

In today's global workplace, employees lacking solid foundation skills, such as basic math, reading, writing, and effective communication, can severely impact productivity and efficiency.

Using customized or WorkKeys® skill assessments, we help you identify employees' skill gaps. Then we develop customized training that targets those specific gaps using workplace-based materials and scenarios.



**Portland
Community
College**

Program Topics Include

- Applied Math
- Business Writing
- Clerical
- Cross Cultural Awareness
- Customer Service
- Decision Making
- Front-Line Leadership
- Goal Setting
- Motivation
- Negotiation
- Problem-Solving
- Project Management
- Reading
- Workplace Communication