

Are your employees ready for the real world?



Teach your employees the skills they need to meet the world head on!

The RAA Training "How To Master" Soft Skills Library provides courses that teach a practical working knowledge of business and personal skills that can be immediately applied in the workplace. Individual courses are normally completed within 45 minutes and are presented in an easy-to-absorb format suitable for employees at every level. The library includes 12 tracks containing more than 70 courses and addresses a full range of issues that effect professional performance and personal effectiveness on the job.

Exciting features include:

- § Courses focus on key performance drivers to directly impact productivity
- § Courses written by content experts selected based on their practical experience
- § QuicCheck quizzes and interactive exercises reinforce learning and retention
- § Motivational graphics and professional illustrations keep learners focused
- § Consistent user interface and navigation tools provide a comfortable training environment
- § An online Glossary provides definitions for key terms for thorough understanding
- § The QuicPad online, electronic notepad provides space to take notes during training
- § QuicTools® provide printable course concepts for on-the-job performance support
- § Course Summaries offer a printable quick reference source for use after training
- § Use the RAA Training Learning Management System for online delivery, tracking, reporting, and more

Soft Skills Library includes:

- Human Resources
- Leadership
- Team Building
- Business Management
- Sales Skills
- Customer Service
- Personal And Family
- Performance Management
- Supervision
- Communications
- Staying Positive
- Personal Career

Over 70 Soft Skills Training Courses!

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RAA training