

Soft Skills Curriculum

- I. Resume workshop (resume style is different between Khmer and US)
 - Khmer sample
 - US sample

- II. Soft skills curriculum
 - a. Personality: personal qualities
 - the importance of a first impression
 - appropriate dress in a professional setting
 - Personal appearance includes dress, body art, and personal care.
 - Identify ways to maintain good health and personal care
 - Identify important mindsets to have as an employee
 - Understand effective communication and appropriate interaction.
 - The importance of personal and professional growth.

 - b. Leadership

 - c. Teamwork

 - d. Communication skills
 - communications between employee-employer
 - the manner of communication : look straight in the eyes while talking, (trick to look in the eye)
 - effective communication and appropriate interaction

 - e. Strong work ethic

 - f. Conflict management:

 - g. Time management

 - h. Interview:
 - what to expect during the interview
 - Note questions and ask during the interview
 - job-related questions

 - i. mock interview

- j. technology
 - a. phone manner
 - b. voicemail
 - c. email

- k. understanding employee handbook