



**Brilliant
Minds Force**
CONNECTING EDUCATION TO INDUSTRY

LFS1101

Job Readiness & Soft Skills

A career readiness and employability program for schools, colleges, and workforce initiatives.

OVERVIEW

The Job Readiness & Soft Skills course helps learners build the personal, interpersonal, and professional skills needed to succeed in education, employment, and long-term career development. Through practical lessons and real-world applications, learners gain confidence, strengthen employability, and prepare for the opportunities ahead.

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WHY INSTITUTIONS CHOOSE THIS COURSE

- Directly supports employability and career readiness
- Balances personal and workplace skill development
- Helps learners strengthen confidence and career readiness

WHAT THE PROGRAM COVERS

- 1 Your Mind Is Your Greatest Tool
- 2 You Are Unique
- 3 Self-Awareness and Emotional Intelligence
- 4 Resilience, Mistakes, and Feedback
- 5 Communication Skills
- 6 Teamwork and Collaboration
- 7 Professionalism and Work Ethics
- 8 Time Management and Organization
- 9 Problem-Solving and Critical Thinking
- 10 Job Readiness Essentials
- 11 Resume and Portfolio Preparation
- 12 Job Interview Skills
- 13 Career Growth and Lifelong Learning

INSTRUCTIONAL APPROACH

- Slide-based reading
- Podcasts and audio lessons
- Video lessons

Students can choose the format that works best for their learning style.

LEARNING OUTCOMES

- Learn how to manage time, adapt to challenges, and demonstrate reliability in workplace situations.
- Gain confidence preparing résumés, portfolios, interviews, and career growth plans.

INSTITUTIONAL FIT / IDEAL FOR

- Trade Schools
- High Schools
- Colleges & Universities
- Workforce Development Programs
- Technical and Career Readiness Programs



DURATION

Flexible



FORMAT

Online, blended, or guided implementation



LANGUAGE

English / Spanish



CERTIFICATE

BMF Certificate of Achievement



LEVEL

Entry Level

Prepare Students for Career Success

Ask about implementation, customization, and multi-format delivery.

ENGAGE
STUDENTS

BUILD
CONFIDENCE

PREPARE FOR THE
FUTURE

CREATE LASTING
IMPACT