



To understand the skills required for success in the 21<sup>st</sup> century, the OhioMeansJobs-Readiness Seal team surveyed the business community. According to Ohio businesses, individuals must demonstrate proficiency in specific "professional skills" to ensure success in a work environment or higher education. The Embold Solution provides detailed online training designed to reinforce the skills identified by this initiative.

OhioMeansJobs Professional Skills / Aligned Assets	Duration (hours
<b>Reliability</b> - The individual has integrity and responsibility in professional settings.	2.00
Expert Insight Videos:	
The High Cost of Low Trust	0.05
Individual Accountability	0.05
Courses:	
The Building Blocks of Building Trust	0.50
Trust Building through Effective Communication	0.40
Becoming an Accountable Professional	0.50
Becoming Your Own Best Boss	0.50
<b>Work Ethic</b> - The individual has effective work habits, personal accountability and determination to succeed.	2.00
Expert Insight Videos:	
Persevere through Desire	0.05
Effective Goal Setting	0.05
Courses:	
Forging Ahead with Perseverance and Resilience	0.50
Procrastination: Admitting it is the First Step	0.30
Reaching Goals Using Perseverance and Resilience	0.40
Avoid Procrastination by Getting Organized Instead	0.40
Beating Procrastination by Boosting Your Creativity and Drive	0.30
Punctuality - The individual arrives to commitments on time and ready to contribute.	1.25
Expert Insight Video: The Secret to Ultra Productivity	0.05
Courses:	
Aligning Goals and Priorities to Manage Time	0.40
Make the Time You Need: Get Organized	0.50
Maximize Your Productivity by Managing Time and Tasks	0.30
<b>Discipline</b> - The individual abides by guidelines, demonstrates self-control and stays on task.	2.70
Expert Insight Videos:	
Choosing What Not to Do	0.05
Emotional Intelligence	0.05
Courses:	
The Art of Staying Focused	0.50
Managing Pressure and Stress to Optimize Your Performance	0.40
Developing a Personal Accountability Framework	0.40
Navigating Your Own Emotions	0.50
Navigating Other People's Emotions	0.40
The Essentials for Anger Management	0.40
<b>Feamwork/Collaboration</b> - The individual builds collaborative relationships with others and can work as	2.40
part of a team.	
Expert Insight Videos:	
The Cohort Effect	0.05
Mindsets to Bring to Conflicts	0.05
Courses:	
Cultivating Relationships with Your Peers	0.30
Effective Team Communication	0.50
Being an Effective Team Member	0.50
Difficult People: Why They Act That Way and How to Deal with Them	0.50
Difficult People: Can't Change Them, so Change Yourself	0.50

noMeansJobs P	rofessional Skills / Aligned Assets	Duration (hou
ofessionalism -	The individual demonstrates honesty. He or she dresses and acts appropriately and responsibly. He or she learns from mistakes.	3.15
	ght Videos:	
The E	thics of Business Decisions	0.05
Treat	Feedback As Data	0.05
Every	Interaction Leaves a Mark	0.05
Courses:		
Deve	loping Your Business Ethics	0.40
Beco	ming More Professional through Business Etiquette	0.30
<u>Gaini</u>	ng a Positive Perspective on Feedback	0.50
	ing from Failure	0.30
	g with Diplomacy and Tact	0.60
<u>Navi</u> g	ating Challenging Situations with Diplomacy and Tact	0.50
Keep	ing Business Calls Professional	0.40
arning Agility -	The individual desires to continuously learn new information and skills.	2.35
Expert Insi	ght Video: Lifelong Learning	0.05
Courses:		
Deve	loping a Growth Mind-set	0.30
<u>Unco</u>	vering and Utilizing Your Talents and Skills	0.30
Cultiv	vating a Passion for Learning	0.30
Estab	lishing Self-confidence for Life	0.40
Impro	oving Your Reading Speed and Comprehension	0.30
Impro	oving Your Memory Skills	0.30
<u>Self-i</u>	mprovement for Lifelong Success	0.40
tical Thinking/F	Problem-Solving - The individual exercises strong decision-making skills, analyzes issues	2.00
Export Inci	effectively and thinks creatively to overcome problems. ght Videos:	
· · · · ·	to Make Better Decisions	0.05
	Steps to Solving a Problem	0.05
Courses:		0.05
-	onting Your Assumptions	0.40
	sing and Using the Best Solution	0.40
	ng to the Root of a Problem	0.40
	ing Alternative Solutions to a Problem	0.40
	ning Sound Conclusions	0.30
	individual leverages the strengths of others to achieve common goals. He or she coaches	0.50
-	motivates peers and can prioritize and delegate work.	4.20
	ght Videos:	
	ership is a Mindset	0.05
	To Be Persuasive	0.05
Bette	r Delegation	0.05
	to Energize Others	0.05
Courses:		
	ing Personal Power through Influence	0.50
	aging Emotional Intelligence	0.50
	ing a Leadership Development Plan	0.50
	sing Your Own Leadership Performance	0.40
	ng through Positive Influence	0.50
	ence Others with Political Savvy	0.40
	g Your Team to the Next Level with Delegation	0.30
	ng What You Expect from Your Delegate	0.40
Gen		0.10

oMeansJobs Professional Skills / Aligned Assets	Duration (hou
<b>ativity/Innovation</b> - The individual is original and inventive. He or she communicates new ideas to others, drawing on knowledge from different fields to find solutions.	1.35
Expert Insight Videos:	
Creativity is Learned	0.05
Do the Impossible: Innovation Begins with Belief	0.05
Creative Solutions Require Determination, Not Luck	0.05
Courses:	
Verifying and Building on Creative Ideas	0.40
Communicating with Confidence	0.30
Unleashing Personal and Team Creativity	0.50
I and Written Communications - The individual articulates thoughts and ideas clearly and effectively written and oral forms.	<sup>in</sup> <b>10.60</b>
Expert Insight Videos:	
Keep Your Messages Clear and Concise	0.05
Listening Requires Caring	0.05
Email and Emotions	0.05
Preparing for an Effective Presentation	0.05
Courses:	
Choosing the Right Interpersonal Communication Method to Make Your Point	0.50
Clarity and Conciseness in Business Writing	0.50
The Art and Science of Communication	0.30
Making an Impact with Non-verbal Communication	0.40
Do We Have a Failure to Communicate?	0.40
Audience and Purpose in Business Writing	0.50
Using Active Listening in Workplace Situations	0.60
Become a Great Listener Listening Even When it's Difficult to Listen	0.40
Writing Effective E-Mails and Instant Messages	0.50
Taking Effective and Professional Notes	0.30
Using the Parts of Speech	0.50
Getting the Details Right: Spelling Basics	0.50
Abbreviating, Capitalizing, and Using Numbers	0.60
Creating Well-constructed Sentences	0.60
Troublesome Words and Phrases: Common Usage Mistakes in Writing	0.50
Using Punctuation Marks	0.50
Conquering the Challenges of Public Speaking	0.40
Writing and Preparing an Effective Speech	0.40
Planning an Effective Presentation	0.50
Building Your Presentation	0.50
Ensuring Successful Presentation Delivery	0.50
tal Technology - The individual has an understanding of emerging technology and leverages technology to solve problems, complete tasks and accomplish goals.	4.25
Expert Insight Video: Getting Value out of Technology	0.05
Courses:	
Reaching Efficient Solutions with Computational Thinking	0.40
Enabling Business-IT Collaboration and Strategic Alignment	0.40
Achieving Digital Dexterity	0.30
Leveraging Social Media for Persuasive Communication	0.40
Keeping Your Skillset Current in the Digital Economy	0.30
Embracing the Cloud for Business Efficiency	0.40
Big Data Fundamentals	0.40
How Blockchain Technology is Transforming Businesses	0.40
Preparing for the Additive Manufacturing Revolution	0.40
Transforming the Workplace Using Artificial Intelligence	0.40
Using Robots and RPA in the Workplace	0.40

oMeansJobs Professional Skills / Aligned Assets	Duration (hours
<b>pal/Intercultural Fluency</b> - The individual values, respects and learns from diverse groups of people.	2.50
Expert Insight Videos:	
The Importance of Diversity	0.05
Cultural Communication	0.10
Unconscious Bias	0.05
Courses:	
Your Role in Workplace Diversity	0.50
How Culture Impacts Communication	0.50
Using Communication Strategies to Bridge Cultural Divides	0.50
Understanding Unconscious Bias	0.40
Overcoming Your Own Unconscious Biases	0.40
er Management - The individual is a self-advocate. He or she articulates strengths, knowledge and experiences relevant to success in a job or postsecondary education.	1.65
Expert Insight Videos:	
Mapping Your Career Strategy	0.05
Five Steps to Building Your Network	0.05
Interviewing with Confidence	0.05
Courses:	
Developing a Plan to Further Your Career	0.50
Developing Your Business Acumen	0.30
	0.40
Building Your Professional Network	0.40

Although commitment to being drug free may not qualify as a teachable "skill" - this quality is equally important to employers. This issue is currently being addressed by various high-quality initiatives/testing. Therefore, it is not a focus of The Embold Solution.

Additional Assets included in The Embold Solution	Duration (hours)	
Customer Service Courses	5.30	
Essential Customer Service Skills	-	
Rapport Building in Customer Service	0.50	
Providing Telephone Customer Service	0.50	
Facing Confrontation in Customer Service	0.40	
Designing a Customer Service Strategy	0.50	
Providing On-site Customer Service	0.50	
Providing Effective Internal Customer Service	0.50	
Being an Effective CSR (Customer Service Representative)		
Interacting with Customers	0.50	
Communicating Effectively with Customers	0.50	
Controlling Conflict, Stress, and Time in a Customer Service Environment	0.50	
Dealing with Customer Service Incidents and Complaints	0.50	
Polishing Your Skills for Excellent Customer Service	0.40	
Habits of Highly Effective People Video Series – Stephen Covey	0.50	

## The Embold Solution

- 40+ "Expert Insight" Videos
- 100+ Available Courses

Approximately 50 Hours of Content

## Educational Pricing = \$69/student

	<u>IDs</u>	<u>Discount</u>
Volume Based Discounts Available	100	10%
	500	15%
	1,000	20%
	3,000	25%
	5,000+	30%



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**100%** of the profits generated by Embold are utilized to support education & humanitarian efforts in **Guatemala**