

REGISTER FOR IUP'S WORKPLACE ESSENTIALS CERTIFICATE PROGRAM

This program provides you with core skills employers value. Through training, you will build competence and confidence needed to excel in any professional environment. You will enhance your soft skills, communication, and leadership abilities.

The cost is **\$449 per person.**

Topics include:

- January 12, 2027-Communication
- January 14, 2027-Leadership
- January 19, 2027- Teamwork
- January 21, 2027-Body Language and Nonverbal Communication
- January 26, 2027-Time Management
- January 28, 2027-Adaptability and Problem Solving
- February 2, 2027-Conflict Management
- February 4, 2027-Emotional Intelligence

The Workplace Essentials Certificate program consists of 8 different modules. We provide 2 ½ hours of training per module for a total of 20 hours of non-credit instruction for four weeks. A digital badge and certificate will be issued to those who successfully complete the program.

You may be eligible for workforce development funding. Contact your local Workforce Investment Board (WIB) to explore available options.



**Tuesdays and Thursdays
9:00-11:30 a.m. beginning
January 12, 2027.**

Location: Synchronous Zoom



Scan the QR or code or use this [link](#) below to register today! If you have questions, email us at workforce-education@iup.edu for assistance.

**AICDAC Recovery HUB will pay the cost
for individuals who work in our 22
county service area!**



www.aicdac.org | 724-762-3429 | recoveryhub@aicdac.org