

# Getting Started

WITH WORKPLACE ESSENTIALS AT NJCU

The NJCU Workplace Essentials Program offers training for employees to learn, develop, or improve the required skills of today's hyper-competitive marketplace. Divided into four categories, the NJCU Workplace Essentials Program provides classes in soft skills, web design, social media, and Microsoft Office. Individuals can take one class, or complete the required number to earn an NJCU Certificate.

- Go to [njcu.edu/pell](http://njcu.edu/pell)
- Click on "Workplace Essentials 360"
- Decide your Interest: Single classes or do all seven for a certificate

*Yes — it's that easy!*

**If you have questions or need information that you could not find on the website, please email [pell@njcu.edu](mailto:pell@njcu.edu).**

**NJCU's Division of Professional Education and Lifelong Learning (PELL) offers classes, certificates, and services that support a variety of people in the community.**

#### **Online classes**

Hundreds of non-credit classes and programs offered through training partners.

#### **New Pathways to Teaching in New Jersey**

100% online alternate route to teaching program.

#### **Workplace Training Programs**

Training for middle-skills jobs in logistics, maritime, information technology, hospitality and media.

#### **Public Safety Program**

A non-credit program for local first responders, law enforcement, and other public safety officials.

#### **Kids on Campus**

Offers academic classes for children K-12 on Saturdays on the main campus of NJCU.

#### **Community Music School**

Year-round voice and instrument lessons for children K-12. Summer camps also available.

#### **Customized Training**

For organizations that need to train their employees in leadership, soft skills, and more.

#### **Walking Through History: Walking Tours Provided by NJCU Faculty**

Learn about the local history of the surrounding area.

[njcu.edu/pell](http://njcu.edu/pell) | [pell@njcu.edu](mailto:pell@njcu.edu) | 201-200-2462

# WORKPLACE ESSENTIALS



**NJCU**

PROFESSIONAL EDUCATION  
AND LIFELONG LEARNING



**PELL**

PROFESSIONAL EDUCATION  
AND LIFELONG LEARNING

1927

# Workplace

## ESSENTIALS

If you look up the definition of workplace, you are likely to see offices or factories mentioned as examples.

But in this century, the idea of the workplace has shifted with the ever-changing culture, and the workplace is any place where work can be produced. The individuals who make up the workforce today are driven by authenticity and by a desire to expand their knowledge.

Workplace Essentials fulfills the will and desire of these individuals. If you are this individual, Workplace Essentials brings you one step closer to connecting to your capabilities, expanding your horizons, and getting a better sense of where you belong in the world of work. It is the difference between getting by and owning the workday...regardless of your ideal work environment.

# Four Areas

## OF THE WORKPLACE ESSENTIALS PROGRAM

**Below are just a few of the classes to choose from:**

### Soft Skills

- Business Writing
- Critical Thinking
- Customer Service
- Focus Strategies
- Interviewing Skills
- LGBTQ/Diversity Training
- Manager Training

### Web Design

- Foundations of Graphic Design
- Color Theory for Graphic Designers
- Adobe Photoshop CC Complete
- Essentials of HTML & CSS
- WordPress Complete

### Social Media

- Introduction to Social Media Marketing
- Optimizing Your Social Media Profiles
- Measure and Optimize with Google Analytics
- Content Strategy
- Search Engine Optimization (SEO)

### Microsoft Office

- Word
- Excel
- PowerPoint
- Outlook
- OneNote

**To see all available courses, go to [njcu.edu/pell](http://njcu.edu/pell), then Workplace Essentials 360.**

# Skills

## FOR FORWARD MOTION

Do you need to update your skills portfolio to accommodate a change of duties? Want to increase your skill set to move into a different position or field? Or maybe you want to learn something entirely new...for the sake of learning.

Regardless of the reason, NJCU's Workplace Essentials is your one stop for building the skills and confidence to move forward in the workplace... wherever that may be. Workplace Essentials will move you forward.

