

ESSENTIAL SOFT SKILLS IN ENGLISH

ONLINE COURSES

OFFERED BY
RENISON UNIVERSITY COLLEGE
at the UNIVERSITY OF WATERLOO



UNIVERSITY OF
WATERLOO



RENISON
UNIVERSITY COLLEGE
AFFILIATED WITH THE UNIVERSITY OF WATERLOO

ABOUT THESE COURSES

English is increasingly becoming the language of higher education and the international workplace. Successful communication involves more than the ability to speak English; additional soft skills are required for people to be effective communicators in professional settings.

Soft skills, also known as interpersonal skills, are different from technical skills or competencies. Examples of soft skills include team building, listening, negotiation, persuasion, presentation, and writing skills.

Many employers seek confident individuals who are capable of using their soft skills to participate effectively in teams, persuade others, present their ideas, and develop and maintain important relationships. A common complaint of Canadian employers and educators is a lack of soft skills in candidates. The Essential Soft Skills in English courses will help you develop these important skills and contribute to both your academic and long-term career success. These soft skills, and the ability to apply them in English, are becoming increasingly important in the global marketplace and within higher education around the world. This series of courses is for you if you want to improve your English, and add the skills that employers are seeking to your resume!

You can choose to take one or more courses in the Essential Soft Skills in English series offered completely online. Earn a certificate from a world-renowned institution by completing all four courses. This certificate demonstrates to employers that you have the ability to speak and write confidently in social and professional contexts, and have the communication skills to succeed.





\$225^{CAD}
per course

\$850^{CAD}*
for all four courses

* when you register for all four courses in advance/at once



1 month
per course

Flexible
enrolment with
multiple intakes

WHO SHOULD TAKE THIS PROGRAM?



4-5
hours/week

COURSES IN THE PROGRAM



WORKING IN TEAMS



INTERPERSONAL COMMUNICATION SKILLS



PRESENTATION SKILLS



BEING PERSUASIVE

THIS PROGRAM IS FOR YOU IF YOU:

- › are a student who wants to be better prepared for your university career;
- › want to develop communication skills to enhance employability;
- › want to network with individuals from around the world;
- › desire to extend your qualifications and build additional transferable skills in English;
- › are an employee who wants to improve workplace communications in English;
- › have 4-5 hours per week to devote to your personal and professional skill development.

WHAT YOU'LL ACCOMPLISH

Essential Soft Skills in English will equip you with:

- › the ability to effectively communicate with a variety of audiences in a range of situations;
- › the confidence to deliver well-structured and engaging presentations;
- › the skills to help you make a valuable contribution to whichever type of team you're in; and
- › strategies for persuasively communicating your point of view.

By completing all four courses in the Essential Soft Skills in English series, your work will be recognized in the form of a premier certificate from Renison University College at the University of Waterloo.

WHAT YOU'LL LEARN

COURSE ORIENTATION

During orientation, you will receive an outline of the course, including assessment details, and a demonstration of our online learning platform. At this time, you will also meet your instructor(s), have the opportunity to share information about yourself, and learn more about your fellow classmates.



WORKING IN TEAMS

Teamwork is important in many academic and employment situations, and working as part of a team requires a diverse set of skills. Successful teams need talented leadership, great ideas, strong communication, and respect for the skills and work styles of their members. In this course we explore what a team is, what makes a team successful, how to manage conflict that may arise, and how virtual teams function in English.



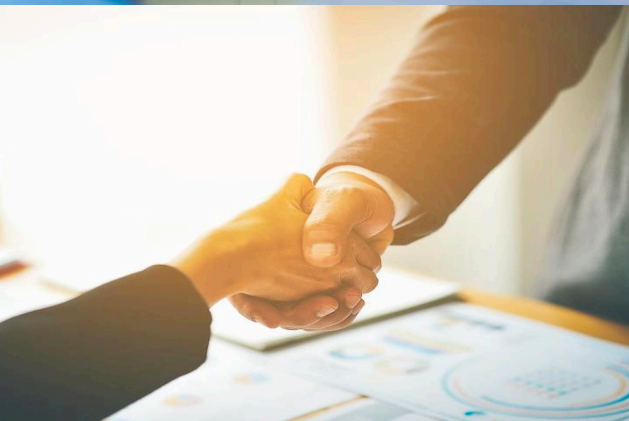
INTERPERSONAL COMMUNICATION SKILLS

Our lives are full of interpersonal communication. From placing an order over the telephone, to business meeting introductions or comforting a friend – these are all examples of interpersonal communication. In this course we will extend our understanding of interpersonal communication, develop verbal and nonverbal communication strategies, and learn how to strengthen relationships. Recognizing that listening is often a more powerful tool than speaking, this course will encourage active listening practice to help overcome communication breakdowns. This course teaches simple habits that will transform your communication skills in English.



PRESENTATION SKILLS

Effective presentation and public speaking skills are necessary for many aspects of our professional lives – in school, at work, and in social situations. With practice and preparation, everyone can learn to present well in English. In this course we will identify what makes an effective presentation, including how to organize a presentation and speak in public, as well as how to use media and technology to create engaging presentations.



BEING PERSUASIVE

Persuasion is a necessary element in all aspects of our lives – at work, at school and in everyday contexts. The ability to convince others of the importance of your ideas is a topic to be studied and a skill to be developed. In this course we will focus on the elements of persuasion and refine your persuasive skills in oral and written contexts. Among the oral assignments are an elevator pitch and job interview, and written assignments include essay and resume writing.

WHO YOU'LL LEARN FROM



Philip Cutmore

Philip is passionate about equipping students with the tools that they need to be successful in their professional and personal lives. With nine years of experience

teaching English to international language learners, Philip creates classes that focus on developing critical and creative thinking skills. Philip holds an undergraduate degree in English Literature and a master's degree in Education with a focus on teaching English to multilingual speakers. Students enjoy his interactive, innovative, and enthusiastic approach to teaching.



Kimberly Burrell

Kimberly coordinates numerous teacher training opportunities annually, in addition to providing language instruction to English language learners. With over 15

years of adult teaching and training experience in a variety of settings, including within universities in Canada and abroad, Kimberly has a passion for teaching and learning. Kimberly holds an undergraduate degree in Social Development Studies, a post-degree certificate in Teaching English as a Second Language (TESL), and a Master of Education degree in Teaching, Learning and Development. Kimberly is TESL Ontario Standard 3 certified.



Stephen Hill

Stephen mainly works with international partners to provide language learning and cultural programs for undergraduate and graduate students. With over 20

years of teaching and management experience in multiple countries (Japan, Spain, the United Kingdom and Canada), Stephen has a wide variety of international experience in higher education, which allows him to empathize with the problems that learners of other languages face when studying in a foreign country. Stephen holds an undergraduate degree in Commerce, and has continued with graduate studies in Teaching English to Speakers of Other Languages.

YOUR SUCCESS TEAM AND SUPPORTS



English Language Institute tutor

A subject expert who will guide you through the course content and answer any questions you might have.



Student Experience Team

In addition to the virtual classroom community, you will be able to participate in virtual student engagement opportunities, including online social activities specifically designed to practice your conversational English with enthusiastic Peer Leaders, and regular workshops that will help you develop your skills as a successful student.

Students are welcome to join our weekly virtual events. Each month, you can expect to enjoy a dynamic events calendar that features workshops, social events, conversation practice opportunities, and chances to build your networking and soft skills.



Resume Consulting



University Application Assistance

After finishing all four of the Essential Soft Skills in English courses, you will have access to a Student Experience team member who can support you with resume review, and application assistance for graduate programs at a Canadian university. If you choose to study at the University of Waterloo as an Essential Soft Skills in English graduate, you will benefit from additional coaching support in areas such as study strategies, time management, and learning skills for a Canadian university environment.

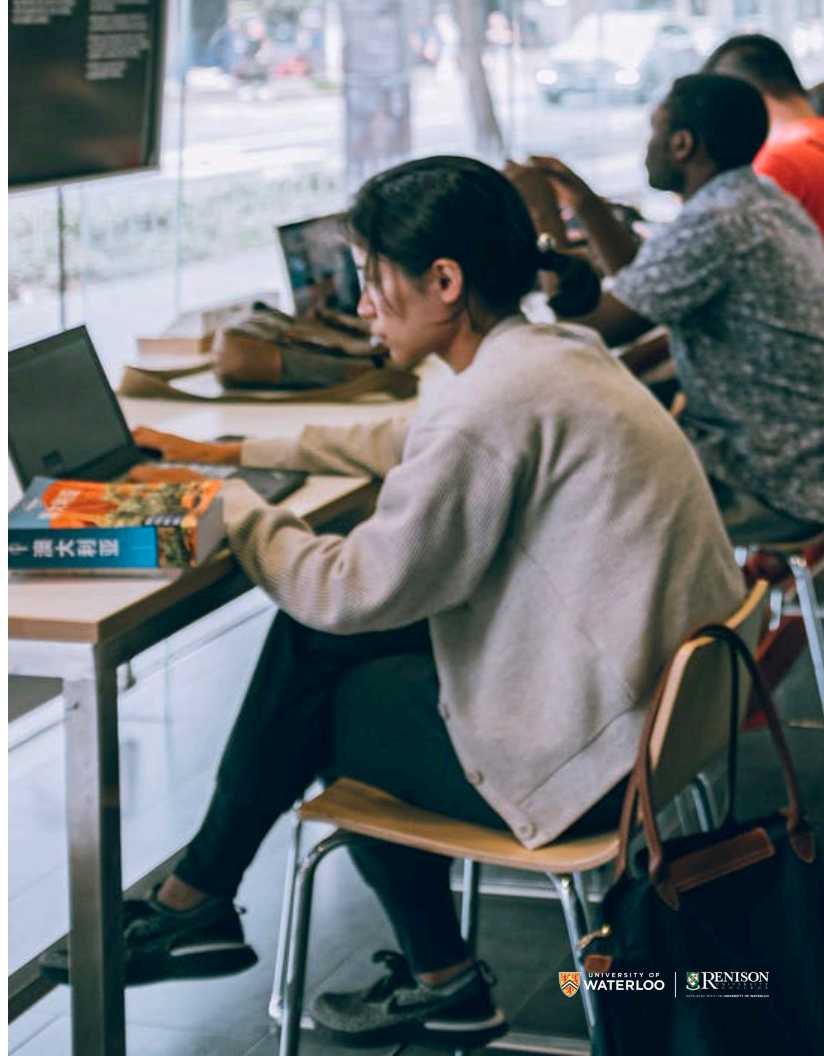
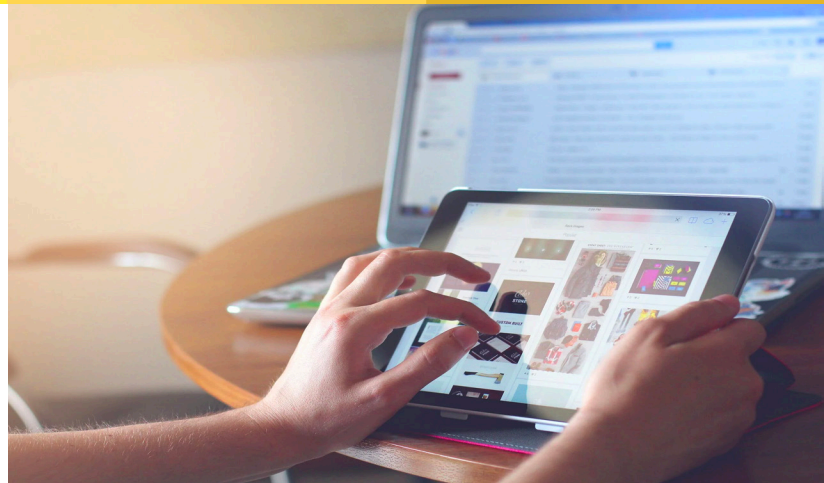
HOW YOU'LL LEARN

These courses combine traditional reading, writing, and speaking with interactive new media to promote student learning. Students will experience both real-time classes and self-directed study in a dynamic online learning environment.

In these courses students will:

- › participate in live classes with instructors and students;
- › complete multimedia assignments;
- › participate in discussions with other students;
- › engage in a vibrant, virtual student experience that allows you to apply your communication skills;
- › receive feedback from instructors on all assignments; and
- › complete final assignments and a multiple choice quiz.

Course materials are created with consideration for students whose first language is not English. Students will have the opportunity to engage with material in a written or video format (with subtitles). In this way, students will be able to study at their own pace, and check any unfamiliar vocabulary in advance of live classes.



COURSE INFORMATION

Dates

 WORKING IN TEAMS AUG 3 – 28, 2020 JAN 11 – FEB 5, 2021	 INTERPERSONAL COMMUNICATION SKILLS AUG 31 – SEPT 25, 2020 FEB 8 – MAR 5, 2021
 PRESENTATION SKILLS OCT 5 – 30, 2020 MAR 8 – APR 1, 2021	 BEING PERSUASIVE NOV 2 – 27, 2020 APR 5 – 30, 2021

Fees

Course enrolment is flexible. Students have the option to choose individual courses that are most suited to their learning needs. Students interested in obtaining the Essential Soft Skills in English certificate are required to complete the 4 courses in the series in any order.



\$225^{CAD}
per course

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TECHNICAL REQUIREMENTS

Basic Requirements

In order to take a course in this series, you will need a current email account and access to a computer and the internet. You should be familiar with using a computer and accessing the internet. You will be reading documents in PDF format, viewing Microsoft PowerPoint presentations, and creating documents in Microsoft Word.

This program also requires that you have access to a device that allows you to record video with audio. You will need to upload your video assignments as part of this program.

Browser Requirements

It is recommended that you use one of the following browsers when accessing this online program. Although it is not required to use these browsers, we have found that these browsers perform best allowing you to access the materials with ease.

- > Chrome 80 and 81
- > Firefox 74 and 75
- > Microsoft Edge 80 and 81
- > Respondus Lockdown Browser

Are you ready to stand out to future employers?

EARN YOUR ESSENTIAL SOFT SKILLS IN ENGLISH CERTIFICATE

REGISTER NOW

CONTACT US

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