

YES™

Your Employability Skills

YES Certificate Program Benefits

YES™ certified students possess the Employability Skills employers require for a highly skilled work force.

YES™ certified students are recognized as “preferred applicants” by many employers in several regions of Pennsylvania.

YES™ certified students are “preferred” when applying for both post secondary educational and employer sponsored training programs.

YES™ certificate topics are covered using practical applications and provide a solid “foundation” for students when they are ready to enter the work force.

YES™ is now available to high school seniors at many high schools in Pennsylvania as a full credit elective.

YES™ certified students save employers time and money in the hiring process.

YES™ Certificate Program is endorsed by hundreds of regional employers from virtually every sector of the economy.

YES™ Certificate program is a proven and very successful partnership of Education and Employers.

The following Pennsylvania business organizations support and endorse **YES™**

- **Manufacturers' Association of South Central Pennsylvania**
- **York County Chamber of Commerce**
- **Hanover Area Chamber of Commerce**
- **MANTEC Industrial Resource Center**
- **York County Economic Development Corporation.**
- **The South Central Pennsylvania Workforce Investment Board**
- **Manufacturers' Association of Northwest Pennsylvania**
- **York County Alliance for Learning**
- **Workforce Investment Board of Lancaster County**
- **Northeast Pennsylvania Manufacturers' and Employers Association**

For more information, contact:

YES OPERATING PARTNERSHIP

717-843-3891x16

or

York County Alliance for Learning
717-845-4585



YES™

Your Employability Skills

In collaboration with local school districts, employers, business organizations, and the YES Operating Partnership, the **YES™** certificate program is now available to students in several regions of Pennsylvania!

The **YES™** certificate program helps students develop the fundamental skills employers require to maintain a well-trained work force. It addresses key employability issues and offers participants a pathway to a secure and rewarding future.



Developing employability skills for tomorrow's work force.

YES™ CERTIFICATE REQUIREMENTS:

EDUCATION LEVEL

- High School Diploma

TESTS OF ADULT BASIC EDUCATION (TABE)

- Achieve a Reading and Math score equivalent to Grade Level 9.0

WONDERLIC PERSONNEL TEST (WPT)

- Achieve a score of 21 out of 50

DRUG SCREENING

- Successfully pass 6 Panel Drug Screening

ATTENDANCE

- Demonstrated attendance of 95 percent or better

YES™ CURRICULUM

- Completion of 120 hours of coursework

The YES™ Program and related materials contained therein are proprietary to the YES™ Operating Partnership in York, Pa. and is all copyrighted literature. Using such without the expressed written consent of YES™ Operating Partnership will be viewed as an infringement of the copyright and a violation of copyright law.

YES™ PROGRAM TOPICS:

BUSINESS COMMUNICATIONS (28 HOURS)

- Verbal Communications
- Non-Verbal Communications
- Active Listening
- Giving and Receiving Feedback
- Writing Skills
- Resume Writing
- Interview Training
- Curriculum Application

TEAMWORK ON THE JOB (24 HOURS)

- Introduction to Teams
- Team Effectiveness Training
- Assessment – Personality/Values/Style
- Conflict Resolution
- Goal Setting
- Problem Solving
- Effective Meeting Skills

HEALTH AND SAFETY IN THE WORKPLACE (10 HOURS)

- General Safety and Knowledge
- Stress Management
- Ergonomics
- Substance Abuse
- Wellness

YES™ PROGRAM TOPICS (con't.):

PERSONAL DEVELOPMENT FOR BUSINESS SUCCESS (38 HOURS)

- Paradigm Shifting
- The Challenge of Change
- Time Management
- Violence in the Workplace
- Sexual Harassment
- Diversity Training
- Financial Planning
- Total Comprehension
- Math Enrichment
- English Enrichment

TECHNOLOGY ON THE JOB (10 HOURS)

- Reading Charts
- Inspection and Gauging
- Blueprint Reading

QUALITY AT WORK (6 HOURS)

- Your Responsibility for Quality
- Continuous Improvement

STUDENT FIELD TRIPS (4 HOURS)