

# TAC Academy Course Offerings

Getting Started	Self - Exploration	Communicate and Connect	Job Readiness	Workplace Policies	Career Discovery	Community Resources / Membership	Additional Options
	Strengths and Barriers	Verbal vs. Non-verbal (Body Language)	Work Ethic	Intro to Employee Handbooks	Career Interest Inventory	Orienting Yourself to the Community	Choir
	Self-assessments	Greetings	Professionalism	Attendance	Goal Setting	Finding Community Resources, Places, and Events	Getting to Know You
	Attitude	Small Talk	Taking Initiative	Dress Code / Hygiene	Job Search	Transportation	Navigating Your World During the Pandemic (Corona 101)
	Decision- Making Skills	Handling Criticism	Showing Enthusiasm	Chain of Command / Authority	Resumes / Applications	Safety and Behavior in the Community	Current Events
	Handling Stress	Appropriate Topics of Conversation	Staying Focused	Bullying / Intimidation and Coercion	The Interview	Stranger Danger	Cooking
	Self-Advocacy	Active Listening	Flexibility	Weapons / Drug Policy			Exercise
	Rights of Individuals with Disabilities	Asking Questions / Having a Conversation	Multi-tasking / Organization	Safety in Your Surroundings			
	PCP Meetings (Be Informed)	Teamwork	Following Directions / Completing Tasks	Proper Lifting Techniques			
		Conflict	Problem Solving / Critical Thinking	Appropriate Behavior			
		Social Boundaries	Timeliness / Time Management				