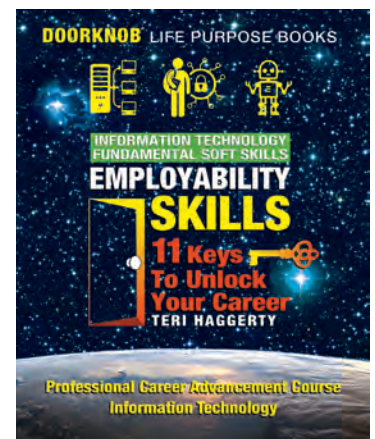
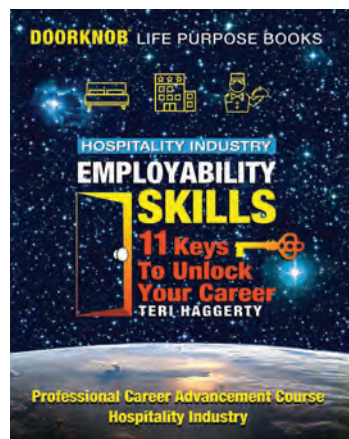
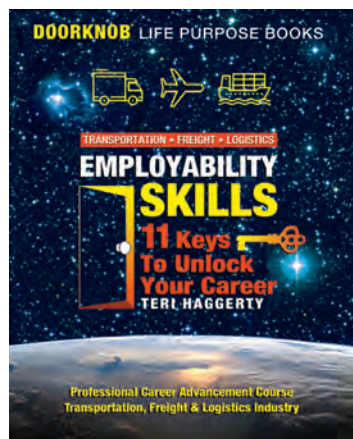
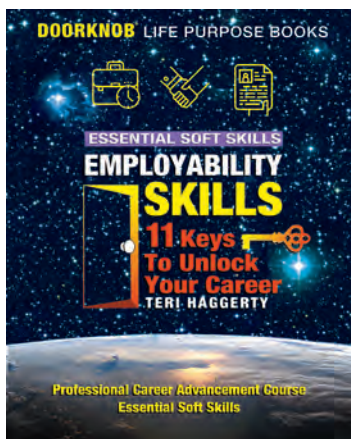




What We Offer: In Doorknob Books “Professional On The Rise” Soft Skills Courses we focus on increasing success for employees and companies through **four industry-specific trainings**. Courses cover **essential “soft-skills” needed at the micro-level (teams) and macro (organization-wide)** business spectrum, including instruction in technical hard skills needed for specific industries.

Employees and students benefit from our courses and Doorknob textbooks—filled with powerful career-building tools and exercises—gaining clarity, and increasing confidence to enjoy a successful career. **Organizations and their communities benefit** by hiring/promoting employees who have been empowered by soft-skills, without the expense of using in-house resources. Soft Skills are currently reported to be approximately 85% of career success. Learning business Soft Skills is easy and sustainable. Each course uses a Doorknob curriculum:

Choose from Four Doorknob Soft Skills Textbooks and Courses “Professional On The Rise”:



Employability Skills: 11 Keys to Unlock Your Career

by Teri Haggerty MBA, PCC, ODL

Essential Soft Skills
(8-Hours; For ANY
business sector)

**Transportation,
Freight & Logistics**
(18-Hours; Includes CDL
Class-A Written test prep)

Hospitality Industry
(18-Hours; Includes
receiving Food Handler’s
Card certification)

**Information
Technology Industry**
(12-Hours; Soft Skills for
“Techies”)

While Mastering the Soft Skills in these four courses, students will:

Learn Eleven Essential Soft Skills ... when and how to apply them.

Discover, Engage, learn the value of, and practice professional soft skills with a trained career coach instructing and guiding the learning process, before and after graduation.

Develop Professional Habits that create sustainable career success.

Practice 5 Stages of Team Growth and Use of Ground Rules; Leadership Skills; Managing Differences/Conflict Techniques; Lean Six Sigma; Communication Skills; Personality Styles.

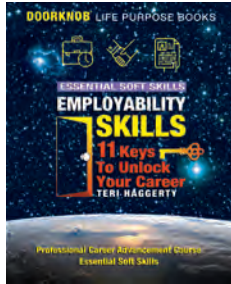
Explore Tools for Decision-Making; Effective Change Management; Business Etiquette; Networking; Mind Mapping; Strategies for Leaders; Time Management; Work/Life Balance; and more.

Engage In career search activities and steps for career advancement to make real-time progress for successful career placement.

Ultimately, it’s up to you. Choose to Open the Door! Schedule a course or enroll NOW... for a better tomorrow for your life, career, and organization. Email: teri@doorknobbooks.com

Employability Skills: 11 Keys to Unlock Your Career

Doorknob Business Soft Skills Courses:

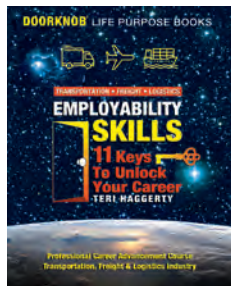


1. Essential Soft Skills

(8-Hour course; For ANY business sector)

This Doorknob course is designed to cover eleven important business Soft Skills to prepare students for success in **any industry sector**.

Course requirements: At least 16 years old.



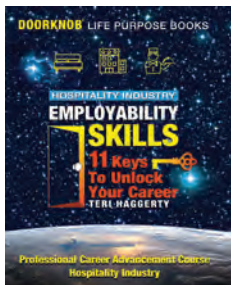
2. Transportation, Freight & Logistics

(CDL - Commercial Driver License; 18-Hour Course. 3-Week Duration,

This Doorknob course is designed to cover eleven important industry Soft Skills to prepare students for a career in the Freight Transportation and CDL Industry. Provides functional knowledge of a field that pays good wages and hires from a variety of backgrounds and experience.

Course also covers textbook, CDL Exam, by Matt Mosher to master the CDL material to take the Class A, B, or C Written Knowledge Test. *Course requirements:* At least 18 years old.

This course provides Written Knowledge Test preparation only. There is no guarantee participants will pass the written CDL exam or obtain their CDL permit. Current driver license is required to take the Written Knowledge Test for CDL Permit at the DMV.



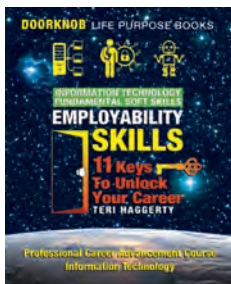
3. Hospitality Industry

(18-Hour Course; 1-Week Duration)

This Doorknob course is designed to cover eleven important industry Soft Skills to prepare students for a **career** in the **Hospitality Industry**.

Course also covers textbook, Career Launcher: Hospitality, by Schultz and Hall.

Master the Food Handler's material and upon course completion and passing written exam, student will receive a state approved Food Handler's Card. There is no guarantee participants will pass the written exam in this course. *Course Requirements:* At least 16 years old.



4. Information Technology Fundamental Soft Skills

for "Techies" ... (12-Hour course; 2 sessions)

This course is designed to prepare students with the Soft Skills to be successful in the **Information Technology Industry**. *Course requirement:* At least 16 years old.

Upon completing a course:

Graduates receive a Doorknob course *Certificate of Completion*.

Staffing agencies/local companies may be informed of student's graduation, which may aid in placement in career sectors, such as: logistics, manufacturing, medical, communications, administration, Information Technology, government agencies, retailers, banking, hotel, restaurant. **Soft skills are valuable in all career sectors.** Job placement is not guaranteed.

Each course is a Doorknob copyrighted curriculum.



Teri Haggerty MBA, PCC, ODL, is an author, professional certified coach (PCC, International Coach Federation), strategic planning expert and motivational speaker. She is a former internal Organization Development Leadership consultant (ODL) for Walt Disney World, Magic Kingdom. Business owner (MBA, University of West Florida), public and private school educator. As the business owner of **Haggerty Consulting Inc.** and **Doorknob Books**, one of Teri's life passions is to provide an environment that will lead people along an enjoyable journey to clarify their individual essence and true career and life path.