



**Competitive Advantage** gives your students the edge they need to move from job applicant to employee!

With employers sorting applicants for their “real-work” critical thinking skills, written and oral communication skills, ethical decision-making, and ability to work in teams, your graduates need to stand out from the crowd. **Competitive Advantage** addresses these requirements employers demand in new hires.

With **Competitive Advantage**, your students learn to communicate in work settings, deliver outstanding customer service, self-manage their work, manage time, and work in teams. Each of the 20 modules provides abundant problem-solving and critical-thinking activities for practice. The interactive exercises, appealing visuals, easy-to-understand content, and assessment after each lesson afford robust learning to advance your graduates from applicants to employees.

#### Module Titles

<b>Self-Management</b>	<b>Reading and Writing</b>	<b>Managing Time</b>	<b>Customer Service</b>	<b>Teamwork</b>
Attitude	Workplace Reading	Organizing Yourself	Learning to Listen	Collaboration
Self-Esteem	Workplace Writing	Setting Priorities	Critical Listening	Team Decisions
Stress	Gathering Information	Critical Thinking	Customer Care	Self-Presentation
Assertiveness	Organizing Your Writing	Saving Time	Telephone Skills	Criticism