



**OKLAHOMA**  
**CareerTech**

## Badge Details

<b>Name</b>	8783 – Essential Soft Skills Certification
<b>Description</b>	An Essential Soft Skills part of AMCA’s Career Advancement Certificate Program. The workbook along with the exam will certify that the individual has knowledge of necessary soft skills to get more interviews, nail the interview and succeed in your new job.
<b>Criteria</b>	<p><b><i>Candidates receiving this certification will take an exam with the following criteria:</i></b></p> <p>The exam is composed of 50 questions.</p> <ul style="list-style-type: none"><li>• The Profile of the Candidate</li><li>• Getting Your Foot in the Door</li><li>• Employee to Colleague Interactions</li><li>• Employee to Customer Interactions</li><li>• Workplace Etiquette</li></ul>