



SUNY ORANGE

BRIDGES PROGRAM

Newburgh

Transition Class

Course Catalog

Fall 2025

Building skills for the Professional Environment

This career-focused workshop equips students with essential tools to succeed in today's professional landscape. Designed to develop both technical and interpersonal competencies, the course emphasizes real-world application through interactive learning and scenario-based exercises. Participants will strengthen their communication skills, customer service approach, task analysis techniques, and decision-making abilities—all critical for success across diverse industries.

Students will engage in structured practice around workplace expectations, including appropriate phone and email etiquette, time management, professionalism, and adaptive problem-solving. Role-playing and case studies will provide hands-on experience in navigating complex workplace dynamics, while guided feedback helps refine job-readiness behaviors. By the end of the course, students will have cultivated a versatile skill set tailored to meet the evolving demands of the workforce and support long-term career success.

Applied Skills for Professional Success

This hands-on skills lab simulates real-world workplace environments, allowing students to build practical experience across key industry sectors such as food service, hospitality, retail, and light manufacturing. Students are introduced to core job functions within each sector and actively practice essential tasks to enhance their employment readiness.

Throughout the course, participants develop critical problem-solving techniques, professional communication strategies, and workplace etiquette. Special focus is placed on appropriate work behaviors, such as punctuality, teamwork, initiative, and adaptability. Through scenario-based activities and instructor-led coaching, students gain the confidence and competencies necessary to enter the workforce and succeed in diverse job settings.

Communication in the Professional Work Environment

Strong social communication skills are vital for success in today's professional world. This course emphasizes the development of functional communication strategies through an employment-focused lens. Students practice initiating conversations, participating in collaborative discussions, and navigating workplace communication norms.

Topics include appropriate boundaries with co-workers and supervisors, professional tone and demeanor, self-advocacy in the workplace, and strategies for handling feedback or conflict constructively. Through interactive discussions, role-playing, and

guided reflection, students will sharpen their ability to express themselves clearly and confidently in professional settings—laying the groundwork for successful interpersonal relationships and long-term career growth.

Communication Essentials for the Workplace

In this immersive workshop, students strengthen their social communication skills through structured activities tailored to real-world application. Participants engage in group projects, role-playing exercises, and peer collaboration to practice essential communication behaviors applicable to home, community, and professional environments.

The curriculum includes navigating job interviews, handling workplace feedback, collaborating with colleagues, and engaging respectfully with supervisors. By simulating common workplace and social scenarios, the course helps students develop clarity, confidence, and independence in a range of communication situations. Emphasis is placed on transferable skills that enhance both personal development and employability.