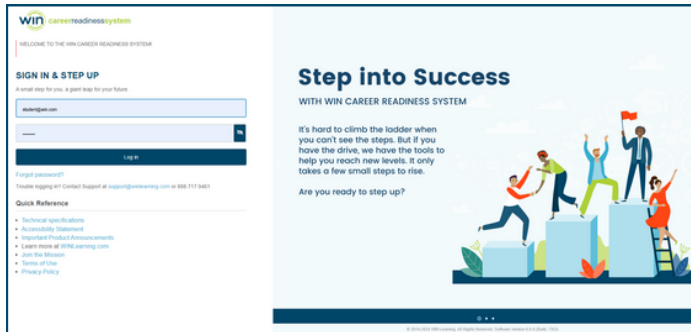




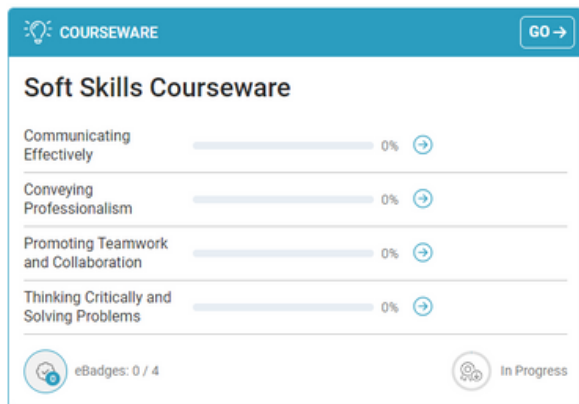
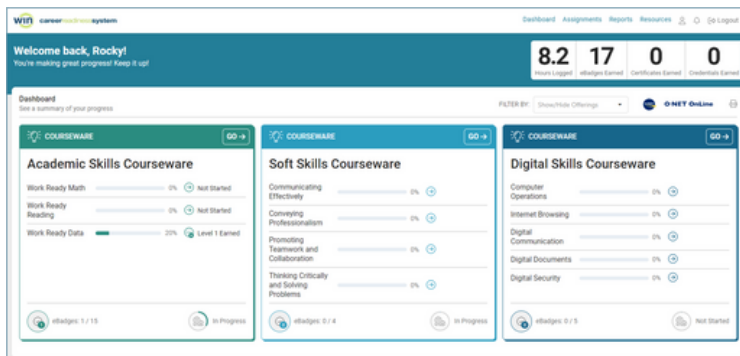
## 1. Login to WIN Career Readiness System

Navigate to [www.wincrsystem.com](http://www.wincrsystem.com) from any browser and login with your username and password.



## 2. Enter the Courseware

Locate the Soft Skills Courseware tile on your dashboard and click **Go** in the top right corner.



Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

## 3. Start a Module

Soft Skills Courseware contains four subject areas:

- Communicating Effectively
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

Click on **Pretest** to measure your current skill level in the subject area.

Module	Progress	Ebadge	Latest Score
Communicating Effectively	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		
Conveying Professionalism	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Lesson 6 Lesson 7 Posttest		
Promoting Teamwork and Collaboration	Pretest Lesson 1 Lesson 2 Lesson 3 Posttest		
Thinking Critically and Solving Problems	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		

Select your answer and click the **Submit** button to see if you answered correctly.

Click the **Next** icon to proceed.

### Communicating Effectively

Pretest

You are having a conversation with a coworker about a new policy at work, and you strongly disagree with most of the opinions she is offering.

Read the following possible actions and decide which is the **BEST** way to handle the situation and which is the **WORST** way to handle the situation.

1. Interrupt her often, and forcefully present your own point of view.
2. Listen quietly and decide you don't want to start an argument.
3. Pay careful attention to her and then offer your input respectfully.
4. Make mental notes of how you will disagree when she finishes talking.

Which is the **BEST** way to handle the situation?

Which is the **WORST** way to handle the situation?

☐ Option 1  
☐ Option 2  
☐ Option 3  
☐ Option 4

☐ Option 1  
☐ Option 2  
☐ Option 3  
☐ Option 4

Submit

Question 1 of 25

After you complete the Pretest, the lessons will unlock.

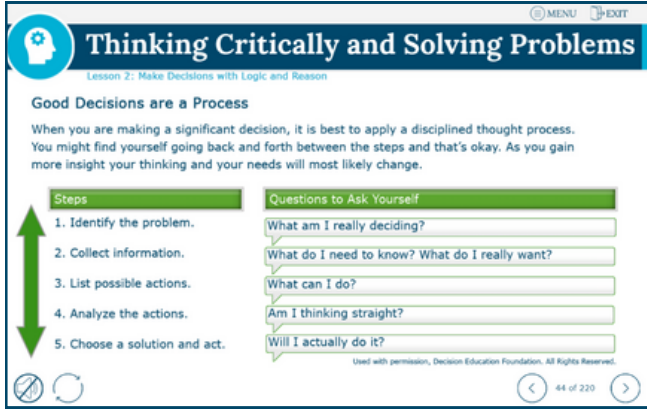
Module	Progress	Ebadge	Latest Score
Communicating Effectively	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		88 Pretest 6/28/2023
Conveying Professionalism	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Lesson 6 Lesson 7 Posttest		
Promoting Teamwork and Collaboration	Pretest Lesson 1 Lesson 2 Lesson 3 Posttest		
Thinking Critically and Solving Problems	Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 4 Lesson 5 Posttest		

© 2025 WIN Learning. All Rights Reserved | 1000 Waterford Place, Kingston, TN 37763 | 888.717.9461 | winlearning.com

## 4. Course Navigation

Select a lesson to start working through the instructional material.

Navigate through the courseware by using the **Next** and **Back** icons. Click the **Audio** button to enable text to speech.



Click **Exit** to return to the Soft Skills Courseware homepage.

## 5. eBadges and Certificates

After you complete the lessons, the posttest will unlock. Score 80% or greater on the posttest to earn an eBadge.

Earn an eBadge for each level to earn the Soft Skills Courseware Certificate of Completion.

Courseware Progress									
Module	Progress								Ebadge Latest Score
Communicating Effectively									 <b>90</b> Earned 12/19/2023
Conveying Professionalism									
Promoting Teamwork and Collaboration									
Thinking Critically and Solving Problems									

## 6. Check Your Progress

View personal progress by reviewing your eBadge status from the Soft Skills Courseware tile on your dashboard.



If you earn all four eBadges, you will earn the Soft Skills Courseware Certificate of Completion.



## 7. Reports

Click on **Reports** in the top menu of your dashboard to view your Individual Report.



Find the courseware name and the date you completed the activity. If you earned a Certificate of Completion, click **Earned** to download your Certificate.

Individual Learner Report

Name ▼ / Product Offering ▼

Days Completed ▼ / Activity Start Time ▼ / Activity End Time ▼ / Session Time ▼ / Module ▼ / Content Type ▼ / Level ▼ / Level Score ▼ / Scale Score ▼ / eBadge ▼ / Credentialed ▼ / Certificate ▼

Helen Abbott, Perito

92.93.93

+ Products Soft Skills Courseware

92.91.92

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:21:37 AM

2022-04-14 09:2

Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
					eBadges: 6	Credentials: 0	Certificate: 1
					eBadges: 4	Credentials: 0	Certificate: 1
Conveying Professionalism					Earned		Earned
Conveying Professionalism	Module Posttest	0		100			
Thinking Critically and Solving Problems					Earned		
Thinking Critically and Solving Problems	Module Posttest	0					
Thinking Critically and Solving Problems	Module Posttest	0					
Thinking Critically and Solving Problems	Module Posttest	0		100			
Promoting Teamwork and Collaboration					Earned		

## Need help?

## Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: [support@winlearning.com](mailto:support@winlearning.com)

