

Workplace Excellence

Career Focus Series

Mondays:

Depend-ability | 10:00 am – 12:00 pm

Communication-ability | 1:00 pm – 3:00 pm

Tuesdays:

Present-ability | 10:00 am – 12:00 pm

Adapt-ability | 1:00 pm – 3:00 pm

Wednesdays:

Reason-ability | 10:00 am – 12:00 pm

Respect-ability | 1:00 pm – 3:00 pm

Thursdays:

Work-ability | 10:00 am – 12:00 pm

Transition-ability | 1:00 pm – 3:00 pm

Location: 711 N. Saginaw St., Flint, Suite #222 - 2nd floor

Register To Attend @ GST MI Works! Lower Level Or Call: 810-233-5974 Ext. 702

REALLY

WHAT EMPLOYERS WANT TODAY

Workplace Excellence Series



Details



Details



Details



Mondays:

Depend-ability | 10:00 am – 12:00 pm


- Understand how employers view and value time; what they expect of their employees
- How to focus your time on key goals and tasks



Communication-ability | 1:00 – 3:00 pm


- Learn a “3-step” process to good communication
- How to shorten your job search by effectively communicating with potential employers and others who can help get you hired

Tuesdays:



Present-ability | 10:00 am – 12:00 pm


- Understand that excellent presentation in the workplace is about knowing, matching and promoting the company image
- Gain practical strategies to improve your image and wardrobe, quickly and inexpensively
- Develop a personal plan to improve your **presentability** in the workplace



Adapt-ability | 1:00 – 3:00 pm

- Learn the basic expectation of **adaptability** in today’s workplace
- Discover how the workplace is changing and it’s impacts on job seekers
- Determine your **adaptability** level

Wednesdays:



Reason-ability | 10:00 am – 12:00 pm


- How to shorten your search by better managing your mindset
- Understand what attitudes employers value on the job
- How to actively cultivate the mindset that results in company, career success



Respect-ability | 1:00 – 3:00 pm

- Learn the three key generations that work in today’s workforce
- Identify your strengths and weaknesses when working in multi-generational teams
- Gain practical strategies to improve your ability to thrive in diverse work teams

Thursdays:



Work-ability | 10:00 am – 12:00 pm

- Shorten your search and feel more confident by understanding how today’s employers think and demonstrating that you are ready for the realities and will exceed expectations
- Learn lessons and new habits to immediately improve how you work



Transition-ability | 1:00 – 3:00 pm

- Prepare for success from your first day on the job. Your organization and thoughtfulness can make you more attractive to employers and shorten your job search
- How to immediately improve your personal life/work balance