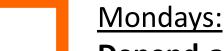


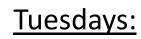
# **Workplace Excellence**

Career Focus Series



**Depend-ability** | 10:00 am - 12:00 pm

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



**Present-ability** | 10:00 am - 12:00 pm

**Adapt-ability** | 1:00 pm - 3:00 pm





### Wednesdays:

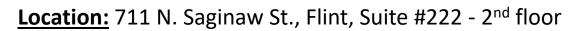
**Reason-ability** | 10:00 am – 12:00 pm

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



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



WHAT EMPLOYERS WANT TODAY

Workplace Excellence Series





#### 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 **present**ability 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 Learn lessons and new habits to immediately improve how you work

think and demonstrating that you are ready for the realities and will exceed expectations

#### 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



