

THE WORKPLACE EXCELLENCE SERIES

REALLY

WHAT EMPLOYERS WANT TODAY!

At GST Michigan Works! Owosso, we've combined nine (9) courses into three (3) 2-hour sessions!

All sessions are FREE and offer to develop your soft skills which employers WANT! Each facilitator has been professionally trained and certified to present this series.

SESSION 1 Present-ability • Depend-ability • Reason-ability

Companies need employees who positively display their image. In this workshop, participants will gain a basic understanding of excellent professional presentation and how to maintain a productive mindset. Participants will also learn a 5-step process to maximize their time and increase their dependability in the workplace.

SESSION 2 Communication-ability • Write-ability • Respect-ability

This workshop will help individuals gain tools to improve verbal, non-verbal, and written communication in the workplace. Participants will also gain an understanding of the five generations in the workforce, and learn strategies to appreciate differences, play to everyone's strengths, and improve the ability to thrive.

SESSION 3 Adapt-ability • Transition-ability • Work-ability

Today's workplace is changing faster than ever, and companies need employees to respond appropriately and efficiently. Participants in this workshop will learn strategies for succeeding and changing environment, improving personal adaptability, managing stress, preparing for a new job, maintaining life/work balance and supporting the employer's bottom-line.

***You can pick and choose which sessions you want to be a part of & it does not matter which order you take them in. We will continue to schedule these sessions monthly – so if you cannot make this month's list, keep an eye out for next months!*

GST MICHIGAN WORKS! Owosso Service Center
1975 West M-21 (2nd Floor) Owosso, MI 48867

The Monthly Workplace Excellence Workshops are held from 9:00 a.m. - 11:00 a.m. Visit our website for specific dates or see the Service Center calendar in person.

Please sign up in Room
227 call (989) 729-9599
ext. 0 or use QR code.
GSTMWORKS.ORG/WEW

