

Personal Management Basics Becoming Workplace Ready

Location: Elim Mennonite Church, 30 Main Street, Grunthal, MB

What Can Participants Expect:

- A 4-part Certificate Program
- Each part contains 3 Workshops
- A Certificate will be earned for every 3 Workshops completed

This program is intended to engage, prepare, and assist you in being successful in life, learning and in future employment.

The program is designed to increase your skills and confidence in conducting yourself in a manner appropriate in relationships and the workplace. It assists in preparing you for additional training, education, or work, if you choose, through successful participation in the workshops.

Take the first step toward developing your skills, learning & growing with others, gaining confidence and becoming workplace ready.



This four-part Program includes:

Part 1	Self-Awareness	Wed, Sept 28	10:00 am – 12:00pm
	Responsible Behaviour	Wed, Oct 5	10:00 am – 12:00pm
	Stress Management	Wed, Oct 12	10:00 am – 12:00pm
Part 2	Positive Attitude & Taking Initiative	Wed, Oct 19	10:00 am – 12:00pm
	Adaptability & Flexibility	Wed, Oct 26	10:00 am – 12:00pm
	Interpersonal Skills	Wed, Nov 2	10:00 am – 12:00pm
Part 3	Respect for Others & Expectations	Wed, Nov 9	10:00 am – 12:00pm
	Reliability	Wed, Nov 16	10:00 am – 12:00pm
	Personal Presentation	Wed, Nov 23	10:00 am – 12:00pm
Part 4	Problem Solving	Wed, Nov 30	10:00 am – 12:00pm
	Decision Making	Wed, Dec 7	10:00 am – 12:00pm
	Organizing & Planning	Wed, Dec 14	10:00 am – 12:00pm