

# Personal Management Basics

## Becoming Workplace Ready

### What Can Participants Expect:

- A 12-part Workshop Series
- Each Workshop is two hours
- A Certificate will be earned for completing all 12 Workshops

These Workshops are intended to engage, prepare, and assist you in being successful in life, learning and employment.

They focus on the attributes employers say they are looking for when hiring staff. This training combines the attitudes, behaviours, and habits that employers say are critical to success in every workplace. It addresses two things: our own self-management skills as well as our skills in cooperating with others in the workplace.



*This 12-Part Workshop series includes the following two-hour sessions:*

<i>Sept. 9 am</i>	<i>Self-Awareness</i>
<i>Sept. 9 pm</i>	<i>Responsible Behaviour</i>
<i>Sept. 11 am</i>	<i>Stress Management</i>
<i>Sept. 11 pm</i>	<i>Positive Attitude &amp; Taking Initiative</i>
<i>Sept. 13 am</i>	<i>Adaptability &amp; Flexibility</i>
<i>Sept 13 pm</i>	<i>Interpersonal Skills</i>
<i>Sept. 16 am</i>	<i>Respect for Others &amp; Expectations</i>
<i>Sept. 16 pm</i>	<i>Reliability</i>
<i>Sept. 18 am</i>	<i>Personal Presentation</i>
<i>Sept. 18 pm</i>	<i>Problem Solving</i>
<i>Sept. 20 am</i>	<i>Decision Making</i>
<i>Sept. 20 pm</i>	<i>Organizing &amp; Planning</i>

**FULLY FUNDED TRAINING**

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

Funding Provided by: The Government of Canada and The Manitoba government

In-Person Workshops at La Broquerie Hotel, 3 Des Pignons St.

Dates: Monday – Wednesday – Friday

Sept. 9 – 20, 2024, 10:00 am – 12:00 pm, 12:30 – 2:30 pm

**REGISTRATION DEADLINE: September 2, 2024**

To Register Contact: [west.steinbach@wem.mb.ca](mailto:west.steinbach@wem.mb.ca)

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