

Personal Management Basics

Becoming Workplace Ready

What Can Participants Expect:

- A 12-part Workshop Series
- Each Workshop is three hours
- Join as many sessions as you like
- 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 sessions:

<i>Jan 13 am</i>	<i>Self-Awareness</i>
<i>Jan 13 pm</i>	<i>Responsible Behaviour</i>
<i>Jan 15 am</i>	<i>Stress Management</i>
<i>Jan 15 pm</i>	<i>Positive Attitude & Taking Initiative</i>
<i>Jan 17 am</i>	<i>Adaptability & Flexibility</i>
<i>Jan 17 pm</i>	<i>Interpersonal Skills</i>
<i>Jan 20 am</i>	<i>Respect for Others & Expectations</i>
<i>Jan 20 pm</i>	<i>Reliability</i>
<i>Jan 22 am</i>	<i>Personal Presentation</i>
<i>Jan 22 pm</i>	<i>Problem Solving</i>
<i>Jan 24 am</i>	<i>Decision Making</i>
<i>Jan 24 pm</i>	<i>Organizing & Planning</i>

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

***Join us for Coffee & Conversation
Thursday, Jan. 9, 10:00 -11:00 am
@10 Chrysler Gate, North Hut***

**In-Person Workshops
Monday – Wednesday – Friday
January 13 – 24, 2025, 9:30 am – 2:00 pm**

To Register Contact:

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204-326-2123

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

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LAND ACKNOWLEDGEMENT: We acknowledge that we at WEM, ESM and WPLAR live and work in Treaty Territories No. 1, 2, 3, 4 & 5, the ancestral lands of the Cree, Inninnowuk, Dene, Saulteaux, Oji-Cree and Anishinabe. We acknowledge that Manitoba is located on the Homeland of the Red River Metis. We acknowledge that northern Manitoba includes lands that were and are the ancestral lands of the Inuit. We respect the spirit and intent of Treaties and Treaty Making and remain committed to working in partnership with First Nations, Inuit and Metis people, in the spirit of truth, reconciliation and collaboration.