

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.

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



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

Session 1	<i>Self-Awareness</i>
Session 2	<i>Responsible Behaviour</i>
Session 3	<i>Stress Management</i>
Session 4	<i>Positive Attitude & Taking Initiative</i>
Session 5	<i>Adaptability & Flexibility</i>
Session 6	<i>Interpersonal Skills</i>
Session 7	<i>Respect for Others & Expectations</i>
Session 8	<i>Reliability</i>
Session 9	<i>Personal Presentation</i>
Session 10	<i>Problem Solving</i>
Session 11	<i>Decision Making</i>
Session 12	<i>Organizing & Planning</i>

Join us for one or all 12 sessions!

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

To Register Contact:
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