

# PREPARE FOR YOUR CAREER SUCCESS *TODAY!*



The CASE Program at LBCC offers *Free Career Success Workshops*. These workshops will teach you how to create an effective resume and cover letter, find job openings, prepare for interviews, and become a valued employee. Workshops are open to all students on a drop-in basis. Join us and begin preparing for *your* career success today!

## Winning Ways: Characteristics of a Professional October 11, RCH 116, 11:00-11:50

If you've never worked in a "professional" environment, making the transition from student-to-professional can be a challenge. Each workplace is unique. However, the characteristics of professionalism are universal. Attend this workshop and learn how to develop a set of professional standards that will get your career off to a great start!

## Workplace Expectations and Hidden Rules October 23, RCH 116, 1:00-1:50

Each workplace has its own set of hidden rules and unique expectations. This workshop will help you to uncover the hidden rules of the workplace and minimize "new employee" mistakes. From "what not to wear" to "what not to do".... This is a must attend workshop for all job seekers!

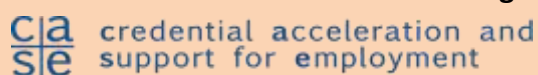
## Effective Workplace Communication November 13, RCH 116, 1:00-1:50

Effective communication skills in the workplace are just as important as mastering the job skills. This workshop covers the basics of how to work through a conflict effectively, rules of a hierarchical workplace, what shouldn't be shared share with co-workers, how to avoid workplace drama, importance of creating strong boundaries, and more.

## Diversity and Difference in the Workplace November 28, RCH 116, 1:00-1:50

Employers are looking for employees that work well with others. Cultural competence is a critical component of career success. This workshop covers how culture and difference can impact workplace performance. Key differences between individuals and workplace cultures will be explored. Success strategies will be presented.

**For More Information Contact the LBCC CASE Program: (541)917-4504**



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Equal Employment Opportunity: CASE is a WIA Title I- financially assisted program and is therefore an equal opportunity employer/program which provides auxiliary aids and services upon request to individuals with disabilities by calling 711 or 800.648.3458 TTY.

US Department of Labor: The CASE grant project (\$18,679,289) is 100% funded through the US Department of Labor's Trade Adjustment Assistance Community College and Career Training program.

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## “Get the Job” Series

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### **LBCC CASE PROGRAM WORKSHOPS**

**Job Search Strategies: Finding Your Dream Job** A successful job search starts with knowing how and where to look for jobs. Come learn how to search for job openings, find hidden postings, network, send new listings to your email address, and maximize your opportunities for job hunting success.

**Create a Winning Resume and Cover Letter** This workshop covers how to write a solid resume, target your experience for specific jobs, and write an eye catching cover letter. Do's and Don'ts are covered. Resume and cover letter templates are provided.

**Successful Interviews: How to Land the Job** Your resume and cover letter are only part of the equation when applying for jobs. Come to this workshop and discover what employers are really looking for in a successful candidate. We will discuss what to wear, common interview questions, what to take to the interview, how to answer difficult questions, and how to prepare for the interview.

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**cia** credential acceleration and  
**sie** support for employment

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## “Keep the Job” Series

The CASE Program at LBCC offers *Free Career Success Workshops*. These workshops will teach you how to create an effective resume and cover letter, find job openings, prepare for interviews, and become a valued employee. Workshops are open to all students on a drop-in basis. Join us and begin preparing for *your* career success today!



**Effective Workplace Communication** Knowing how to communicate well with others in the workplace is just as important as mastering the job skills. This workshop covers the basics of how to work through a conflict effectively, rules of a hierarchical workplace, what not share with others, how to avoid workplace drama, importance of creating strong boundaries, and more.

**Workplace Expectations and Hidden Rules** Each workplace has its own set of hidden rules and unique expectations. This workshop will help you to uncover the hidden rules of the workplace and minimize “new employee” mistakes. From “what not to wear” to “what not to do”.... This is a must attend workshop for all job seekers!

**Winning Ways: Characteristics of a Professional** If you’ve never worked in a “professional” environment, making the transition from student-to-professional can be a challenge. Each workplace is unique. However, the characteristics of professionalism are universal. Attend this workshop to learn how to develop a set of professional standards that will get your career off to a great start!

**Using Feedback to Become a Top Performer** Many businesses use an annual performance evaluation to provide feedback to their employees. Supervisors will generally evaluate employees on their ability to complete job tasks, communicate well with co-workers and customers, and overall performance. Evaluations are an opportunity to grow in your job and become a valued employee. This workshop will show you to how to use a performance evaluation as a tool to enhance your career.

**Diversity and Difference in the Workplace** Employers are looking for employees that work well with others. Cultural competence is a critical component of career success. This workshop covers how culture and difference can impact workplace performance. Key differences between individuals and workplace cultures will be explored. Success strategies will be presented.

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