

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 11th 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!

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

c/a credential acceleration and
s/e support for employment

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. DOL Attribution This workforce solution was funded by a grant awarded by the US Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the US Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability or ownership.

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Workplace Expectations and Hidden Rules

October 23rd 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!

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Effective Workplace Communication

November 13th 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.

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Diversity and Difference in the Workplace

November 28th 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.

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