



Workforce Readiness Skills Certificate of Completion

**“Combining education and workplace skills
to maximize career advancement”**

Blueprint for Workplace Success - Section 8851
FREE Vocational Education course -

30 Ways to Shine As a New Employee - Section 8850
FREE Vocational Education course -

Topics covered include :

- Time management, job market realities
- Workplace skills, effective communication
- Contacting employers, interview preparation
- Getting hired, and maintaining employment

Topics covered include :

- Effective workplace customer service and colleague relations
- Methods to achieve workplace goals, being a team player
- understanding workplace culture, positive attitude
- Featuring “JOB CLUB “ Events w/ Employers

No Cost to you
Class Begins 2/10/12

Dates - Fridays
Location - Behavioral Science 100
Time : 8:30AM-1:05PM

CERTIFICATION

Upon completion of these courses, students will be awarded the:
JOB READINESS SKILLS CERTIFICATE OF COMPLETION by Los Angeles Valley College,
This skills certificate is certified by the City of Los Angeles and
the Los Angeles Area Chamber of Commerce.

FOR FREE REGISTRATION
PLEASE REGISTER ONLINE AT
WWW.LAVC.EDU

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