



## ***Give your job search the winning edge!*** **FREE** courses offered by Los Angeles Valley College

### **30 Ways to Shine as a New Employee – 10601**

#### **Topics include:**

- Effective communication in the workplace
- Developing successful workplace habits
- Satisfying employer expectations
- Understanding workplace culture
- Setting and meeting performance goals
- Being a team player
- Getting hired and maintaining employment

### **Blueprint for Workplace Success – 20464**

#### **Topics include:**

- Creating effective resumes and cover letters
- Understanding the job market
- Personality assessment & setting goals
- Using social media in your job search
- Interviewing and networking skills

## **Class begins February 9, 2018**

Location: Administration & Career Advancement 1807 • Time: 8:30 a.m. – 1:00 p.m.

**\*Attend 8 of 10 classes and receive a certificate recognized by the City of Los Angeles & the Los Angeles Chamber of Commerce**

### **Interested in enrolling? Here's how:**

1. Visit [lavc.edu](http://lavc.edu) and click the "Register" tab at the upper right
2. On the LACCD page, choose Spring 2018
3. Log in or create your SIS account; enter 10601 & 20464
4. Click "next" and then "Proceed to Step 2 of 3"
5. Review your classes to confirm they are correct
6. Click "Finish Enrolling"

Enrollment questions: Contact Michael at 818.947-2941

