

The Central Valley Career Advancement Academy  
and the  
Merced Workplace Learning Resource Center (WpLRC)  
Present a  
Professional/Faculty Development Opportunity

## **Thrive and Survive in the Workplace**

Workplace Soft Skills: A Train-the-Trainer Seminar

**Friday, February 1, 2008**  
**9:00am to 3:00pm, Check-in at 8:45am**  
**Breakfast and lunch included**

**Fresno City College, Library Conference Room**  
**1101 E University Avenue, Fresno, CA 93701**

Join the **Central Valley Career Advancement Academy and the Merced Workplace Learning Resource Center (WpLRC)** in a free, one day train-the-trainer seminar. In the seminar you will receive new curriculum, resources and teaching techniques that you can use to improve basic work skills and ethics for students who are looking to get and keep jobs in any vocation.

***Learn to teach your students these basic work skills to launch and sustain a successful career:***

### **Skills Employers Value the Most:**

- Local Studies vs. National Studies
- Desirable Workplace Basics

### **Starting Out on the Right Foot:**

- Appearance and Dress
- Give a Good First Impression
- Non-Verbal Communication

### **Attitude in the Workplace:**

- Why Does it Matter?
- How to Improve your Attitude?

### **Work Ethic:**

- What is a good work ethic?
- Avoid Being Late for Work
- Absenteeism
- Internal Customer Service

### **Communication in the Workplace:**

- Communicating with your Boss, Co-workers, and Customers
- Active Listening

**Space is Limited to 22 college participants.**

### ***Who should attend?***

Faculty and Site Coordinators of the California Community College System are welcome to attend this train-the-trainer seminar.

**College instructional and counseling faculty should contact their local site coordinator for available stipend information.**

### **To Register:**

√Early R.S.V.P. Requested: CVCAA, Fran Pavlovich at (559) 324-6470 or by email at [fran.pavlovich@scccd.edu](mailto:fran.pavlovich@scccd.edu)

**For additional Workshop information contact, Annette Haugen, Instructor of Business Management, Merced College  
(209) 384-6387 or [haugen.a@mccd.edu](mailto:haugen.a@mccd.edu)**