

We are launching a new Pima County One-Stop Seminar

“Succeed At Work”

A 1-day, 7-hour seminar addressing the soft skills employers look for in a successful employee

This seminar addresses various topics:

- Customer service – knowing your customer, providing help through clear communication
- Work ethic – punctuality, working smarter, completing assignments, doing more than the minimum
- Positive attitude – Becoming that enthusiastic employee who takes initiative
- Interpersonal dynamics – learning how to effectively work with others
- Dependability and responsibility – communicating on all levels
- Team collaboration – cooperatively working with diverse people, adaptability
- Time management – prioritizing daily schedules, managing and balancing the demands of work and home
- Harassment – avoiding misinterpretation
- Compliance – adjusting to organizational changes, getting clarification

The first seminar will launch from 8:30 a.m. until 3:30 p.m. at:

Kino Service Center
2797 E. Ajo Way
Monday, April 28, 2014

Rio Nuevo Center
340 N. Commerce Park Loop *(Tortolita Building)*
Thursday, May 1, 2014

PRE-REGISTRATION IS REQUIRED! TO REGISTER, CONTACT:

Kino Service Center
(for dislocated workers/persons who
have been laid off) 520-243-6700 or

Rio Nuevo Service Center
(all other job seekers)
520-724-7650

