



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

30 Ways to Shine as a New Employee – Section 8850

Topics include:

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

Blueprint for Workplace Success – Section 8851

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 10, 2017

Location: Behavioral Science 100 • Time: 8:30 a.m. – 1:00 p.m.

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

ENROLL NOW!



Interested in enrolling? Register **ONLINE** before February 6th.

* Go to www.lavc.edu and click "Register"

* Enter and submit your Student ID and 4-Digit Pin

* Choose the semester that you are enrolling in and enter the 4-Digit Section Number

Starting February 6th, you will need to register in person by obtaining an Add Slip from the instructor on the first day of class.