



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

30 Ways to Shine as a New Employee – 16600

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 – 21661

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 September 1, 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**

Interested in enrolling? Here's how:

1. Visit lavc.edu and click the "Register" tab at the upper right
2. On the LACCD page, choose Fall 2017
3. Log in or create your SIS account
4. Click "next" and then "Proceed to Step 2 of 3"
5. Review your classes to confirm they are correct
6. Click "Finish Enrolling"



Questions: Contact Pat at 818.947.2334