



## ***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 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? Register with  
an “add slip” the first day of class or get  
pre-registration information by contacting Dale Beck**

**Email: [beckdr@lavc.edu](mailto:beckdr@lavc.edu) • Phone: 818.947.2941**

