



## Quality Training for Business Professionals

### Workplace Skills for NEW EMPLOYEES

In addition to the ins-and-outs of their specific role, new employees have a lot to learn about their new company's culture, its employees, and its expectations. This learning curve can be especially challenging for younger employees joining the workforce for the very first time.

This half-day workshop introduces new hires to the dimensions of that learning process and helps them successfully navigate the early stages of their business careers

#### TOPICS:

- Understanding organizational culture
- Observing business etiquette
- Professional communication skills (social style, listening, telephone, email)
- Working with older generations
- Motivating yourself toward success (emotional intelligence)
- Learning on the job (4 stages of skills development)

**Dates:** Tuesday  
June 12, 2018

**Time:** 1-4 pm

**Cost:** \$175

#### Instructor: Rockie Blunt, Ed.D.

Rocky has delivered many training programs at QVCC, including the popular Leadership at All Levels series, and has earned a reputation as a lively speaker who delivers informative workshops. A graduate of Yale University, he holds a master's degree from Clark University and a doctorate in human resources education from Boston University.

[www.QVCC.edu/workforce/b-i](http://www.QVCC.edu/workforce/b-i)



**Registration Information:** Call 860.932.4005

- Cancellation of courses due to low enrollment will result in a full refund.
- All courses will be held at the main campus, 742 Upper Maple Street, Danielson.

**On-site training in these topics or others is available. Call for a consultation.**