

Program: “Succeeding in the work place”

Work Ethic Training Helps To Gain Employable Skills

The Situation

Young teens and adults just getting started in the employment arena often lack basic employable skills needed to acquire and maintain gainful employment in today’s society. Research revealed 85% of employees who lose a job, do so because they lack good work habits, rather than lacking appropriate skills. Factors most often cited for job loss include tardiness, absenteeism, failure to follow instruction and inability to get along with supervisors or fellow workers.

Integrity and ethics are a part of good work habits. Skills together with good work habits create demand for you in employment in any occupation. Technical skills are important, however today’s employers looks for reliable employees with the ability to communicate effectively, work on a team, resolve conflicts, confront ethical dilemmas and manage their time in an effective manner.

Our Response To The Need

CATS Learning Center developed a “CAREER DAY” Program designed to connect employment seekers with employers. Our program offers a workshop seminar for “Succeeding in the work place.” This effort is to equip the student with a plan of action to approach employment and stay employed.

The curriculum offers a one day event “Succeeding in the work place” a seminar starting at 10: AM until 12:00pm and 1:30pm until 3:30pm.

Employers and sponsors are on event location occupying designated geographical spaces for presentation of product 8: AM until agreed time.

Live music Concert 7: 30 Until 11:30

CATS Learning Centers offer and presents the “Success in the work place” program in a six week classroom setting. However, CATS Career Day events locate employment seeker, human resources, and employer together for screening and placement with entertainment at the close of the day with a live music concert.

“Succeeding in the work place,” offers A series of workshop sessions presented by CATS Learning Center educators with assistance from local employers designed to educate the student about protocol in the work place, acquiring employment and successfully staying employed in that work place. This workshop is beneficial for first

time students and/or those honing skills to reenter the workplace for fresh start new beginning.

Succeeding in the work place educates good employees to become even better employees. In this program student receive information that will illuminate a pathway for direction on what to do and what not to do from the employers view. Students also receive information about employers rating system for rating employee's performance level satisfactory to failing. This program offers management and computer training in our advanced program of six weeks.

Focus outline topics covered in this program are the following:

- What is code of conduct?
- What is work ethics?
- What do employers want in an employee?
- The importance of dependability, initiative, and interpersonal skills.
- How to make a positive first impression.
- Skills needed to keep a job once you get it.
- Building Reading skills
- The successful job interview.
- Tips for mastering the paperwork (applications and resumes).
- Dialect Speaking
- Learning Microsoft Office Software, including:
(Word, Excel, PowerPoint, Publisher, Outlook, Access)

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Aaron Smith, Principal - CATS Learning Centers