BERCC BUSINESS/EMPLOYMENT RESOURCE CENTER

Workplace Excellence Series

Lay the foundation for your own success with the Workplace Excellence Series!

The Workplace Excellence Series is a comprehensive and accelerated program that delivers essential workplace skills to YOU!

The two hour seminars are designed to shorten your job search and help you to exceed employer expectations.

Registration is required.

Call: 410-386-2820

Workshops are held at BERC 224 North Center Street Westminster, MD 21157 http://carrollworks.com

Carrol County ECONOMIC DEVELOPMENT Right Place, Right Time A proud partner of the americanjobcenter® network Seminars will be held January 18th - February 1st

<u>Winter 2018</u>

Jan. 18th 9:00 am - 11:00 am Working Smarter, Not Harder 1:00 pm - 3:00 pm Creating Success in a Multi-generation Workplace

Jan. 22nd 9:00 am - 11:00 am The Art of Communication

<u>Jan. 29th</u> 9:00 am - 11:00 am Getting Ahead in the Changing Workplace

<u>Feb. 1st</u> 9:00 am - 11:00 am Making Yourself and the Company Look Good 1:00 pm - 3:00 pm Thinking Like a Boss

Why should you sign up for the Workplace Excellence Series? The workshops will help to improve your career success!

The Americans with Disabilities Act applies to the Carroll County Government and its programs, services, activities, and facilities. Anyone requiring an auxiliary aid or service for effective communication or who has a complaint should contact The Department of Citizen Services, 410.386.3600 or 1.888.302.8978 or MD Relay 7-1-1/1.800.735.2258 as soon as possible but no later than 72 hours before the scheduled event.