

# BERC

*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>

**Carroll County**  
ECONOMIC DEVELOPMENT

Right Place, Right Time

Seminars will be held  
**September 26th - October 12th**

Fall 2017 - Series I

Sept. 26th

9:00 am - 11:00 am Creating Success in a Multi-generation Workplace

1:00 pm - 3:00 pm How Your Outlook Affects Your Performance

Sept. 28th

9:00 am - 11:00 am Working Smarter, Not Harder

1:00 pm - 3:00 pm Thinking Like A Boss Makes You More Valuable

Oct. 3rd

9:00 am - 11:00 am The Art of Communication

Oct. 5th

9:00 am - 11:00 am Making Yourself and the Company Look Good

Oct. 12th

9:00 am - 11:00 am Getting Ahead in the Changing Workplace

Why should you sign up for the Workplace Excellence Series?

The workshops will help to improve your career success!

# BERC

*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>

**Carroll County**  
ECONOMIC DEVELOPMENT

Right Place, Right Time

Seminars will be held  
**October 31st - November 9th**

Fall 2017 - Series II

Oct. 31st

9:00 am - 11:00 am Creating Success in a  
Multi-generation Workplace

1:00 pm - 3:00 pm Working Smarter, Not Harder

Nov. 2nd

9:00 am - 11:00 am The Art of Communication

Nov. 7th

9:00 am - 11:00 am Making Yourself and the  
Company Look Good

1:00 pm - 3:00 pm Thinking Like A Boss Makes  
You More Valuable

Nov. 9th

9:00 am - 11:00 am Getting Ahead in the  
Changing Workplace

Why should you sign up for the  
Workplace Excellence Series?

The workshops will help to improve  
your career success!