**Workplace Success Skills Outcomes  
11/18/15**

*Upon successful completion of this module, you will be able to:*

Goal Setting:

* Create a personal vision statement.
* Create SMART goals.

Team Building:

* Identify and apply the elements of a successful team.

Stress Management:

* Identify and use coping behaviors and healthful guidelines to deal with stress.

Time Management

* Apply time management techniques.

Workplace Success

* Explain the need for diversity and accountability in the workplace.

Job Search

* Conduct a manufacturing job search using recommended techniques.

Resume Writing

* Create a resume and cover letter for a manufacturing job search.

Interview Techniques

* Participate in a mock interview.
* Effectively answer interview questions.
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