

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.
- This project is sponsored by a \$15.9 million grant from the U.S. Department of Labor, Employment and Training Administration.
-
- The AMMQC program is an Equal Opportunity program. Adaptive equipment is available upon request for individuals with disabilities. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to

such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

-
- This work is licensed under a Creative Commons Attribution 3.0 Unported License [<http://creativecommons.org/licenses/by/3.0>]
-