**Ready for Success Training**

*A Guide to Getting Hired*

Know what employers are looking for:

• ***What*** do employers search for in new hires?

• ***What*** makes you stand out from the others?

• ***What*** makes you the one employers want to hire?

We asked dozens of employers these questions

Find out ***what the answers are*** and improve

your chances of being hired.

Prepare yourself to outshine the competition so you can get hired faster and move up the ladder of success!

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**Course Details**

**Course Number: BIT059 (CRN 27,128)**

**Cost: No Charge**

**Course length: 20 hrs.**

**Dates: December 8th- 12th (2:00-6:00 pm)**

**Location: Room 210A**

**Wheaton Westfield South Office Building**

**11002 Viers Mill Road**

**Wheaton, MD 20902**

**Ready for Success** course is designed to help people understand and practice the essential workplace skills that companies demand today. Participants of the program will gain a better understanding of the employer's perspective, practical skills, and “the bottom line" in key essential business skill areas.



 **Communications**

* **Communicationability** Verbal & non-verbal communication in the workplace
* **Writeability** Written communication in the workplace
* **Social Media** The use and mis-use of social media as a tool in the workplace.

**Fit**

* **Adaptability** Succeeding in a changing environment.
* **Suitability** Understanding, learning, and adopting the company culture.
* **Respectability** Thriving in the multi-generational workplace.

**Productivity**

* **Dependability** Acting on the employer’s priorities, being on time, staying focused
* **Reasonability** Managing your mindset in the workplace
* **Workability** Realities & expectations in today’s workplace

**Workplace Transition**

* **Transitionability** Making a smooth job transition
* **Presentability** Reflecting the desired image of your workplace.

**To register:** Register in person at Montgomery College WD & CE

 3rd Floor at the Westfield Building

 11002 Viers Mill Road, Suite 306, Wheaton, MD 20902 Phone: 240-567-5188

Or contact Michael.smith@montgomerycollege.edu for a registration form

For more information on the BIOTrain Program and other continuing education courses contact

**Michael Smith**

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