

BUSINESS ETIQUETTE

For Finding and Keeping a Job

Employment Services invites you to attend, and learn Business Etiquette strategies, and skills including:



- The advantage of researching a potential employer's business
- The impact of first impressions on the employer as well as the job seeker
- How to understand and appropriately respond to social and non-verbal cues during a job interview
- Strategies to project confidence and professionalism
- Writing skillful thank-you notes that convey your appreciation respect for the employer's time

Innovative job-search skills training!

Session 1

Date: Wednesday August 26, 2009

Time: 1:00 p.m. – 2:00 p.m.

OR

Session 2

Date: Wednesday August 26, 2009

Time: 3:00 p.m. – 4:00 p.m.

Both sessions will be held at the
Career Alliance Building at
711 N. Saginaw St. Flint
In the Employment Services Training Room Suite 323

***Space is limited, please call 810-234-9880 ext. 718, or visit
Employment Services to reserve your spot***