

**WORKSMARTS™****How to Get Along, Get Noticed & Get Ahead**

Success isn't just about the job you do—it's also about *how* you do it. Communicating effectively, working well with others, staying positive and flexible in the face of change—these are essentials for helping new employees become productive as quickly as possible. WorkSmarts™ gives your employees critical insight into what it really takes to succeed!

**About the Program:**

Enhance career development by taking initiative and putting common sense into common practice. WorkSmarts™ will encourage employees and supervisors to share ideas, ask questions and interact with others--ultimately promoting job efficiency and satisfaction!

WorkSmarts™ is designed to show what it *really* takes to fit in and succeed in an organization. It gives *inside scoop* in a clear and friendly manner, covering the unspoken truths we all wish we had known from day one. As successful employees have learned—sometimes the hard way—career success often depends on *where your head is at and how you act*, rather than what you know. It's our attitude, our approach and our interactions with others that can matter most and set us apart as extraordinary employees. Simply put, it's about putting common sense into common practice.

Using a comfortable "*between you and me*" approach, this program encourages employees to take initiative by adopting four straightforward strategies and promotes the idea that if employees really give their best effort daily—rather than worrying about how to get ahead—they will see results immediately.

**After completing the Workshop, participants will be able to:**

- Understand the "unspoken truth" that attitude and personal behavior are vital to long-term success
- Shift a negative attitude into a positive attitude
- Describe proactive behaviors
- Cope with change more effectively
- Be encouraged to set goals
- Understand the importance of being cooperative and respectful
- List ways to communicate clearly and listen actively

**Target Audience: All Employees****Course Length: 1, 2.5 and 7 Hour Options**