

# Essential Workplace Skills Webinar Series



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## HARFORD COMMUNITY COLLEGE

Employers, service providers and support staff may register and participate as space allows. Series will be archived and available at [www.mdeid.org](http://www.mdeid.org) after March 15, 2010.

## *Seven-Part Webinar Series* *January 22, 2010—March 11, 2010*

*Use your lunch hour to advance your career...*

**Whether you are an individual with a disability who is currently working or you are looking for work, this series is for you! This series, at no cost to you, focuses on critical topics you need to know for workplace success.**

### Topics

(all sessions are from noon until 1 p.m. )

- \* January 22nd - Communication of Accommodation Concerns
- \* January 28th - Effective Interpersonal & Communication Skills
- \* February 12th - Resolving Conflict for Job Success
- \* February 23rd - Human Resources, Your Supervisor and You Part I
- \* February 25th - Human Resources, Your Supervisor and You Part II
- \* TBD—Strategies for Overcoming Barriers to Employment Success
- \* March 11th - Goal Setting for Job Retention & Advancement

**\*Participants can sign up for individual sessions or the entire series. Participants who attend all seven sessions and successfully pass all session post-tests will receive the Essential Workplace Skills certification from Harford Community College and a free gift!\***

### **How do I register for this *no cost* training?**

There is no cost to participate. This training requires a computer and Internet access. To register, please go to **[www.mdodevents.webex.com](http://www.mdodevents.webex.com)** and click on “Register” next to the title of the webinar that you would like to attend.

\*This series is accessible for screen readers and CART will be provided.\*