

West Kentucky Community & Technical College

# ARE YOU CAREER-READY?

Learn How to Unleash Your Professional Potential!

## WHAT YOU WILL LEARN:

### WORKSHOP DATES & TIMES

February 10 at 2 PM

February 13 at 11 AM

February 25 at 11 AM

March 3 at 3 PM

ALL IN  
ATB 101

#### Presenter: Jennifer Etherton, Coordinator Work and Learn

- To dress for work success
- The power of effective communication and self-confidence
- Most typical interview practice questions
- Art of follow-up after interview
- Successful on-line job search and on-line job applications

#### Presenter: David Morrison, Director of External Education

- What qualities employers look for in employees
- How to successfully market yourself
- Business ethics and organizational research
- Importance of finding the right fit
- Basic resume strategies
- Networking the path to employment

The Job and Transfer Fair is set for **March 12!** Make sure you are prepared and attend one of these great professional development workshops!

### QUESTIONS?

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Community & Technical College

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