

Michael BERRINGER

TRAINER • SPEAKER • AUTHOR • COACH

SURVIVING AND THRIVING IN TODAY'S WORKPLACE:

**HOW TO MAKE YOURSELF INDISPENSABLE,
IRREPLACEABLE, AND INVALUABLE**

IN TODAY'S ECONOMIC TIMES, EMPLOYERS ARE LOOKING TO HIRE AND RETAIN THE MOST VALUED EMPLOYEES. WITH THE CURRENT NATIONAL UNEMPLOYMENT RATE CLIMBING OVER EIGHT PERCENT (8%), AND CALIFORNIA'S UNEMPLOYMENT RATE OVER ELEVEN PERCENT (11%), IT'S VITAL TO EXPAND YOUR ABILITIES IN ORDER TO STAND OUT FROM THE CROWD. BY INVESTING IN YOURSELF YOU CAN IMPROVE YOUR AND YOUR COMPANY'S PERFORMANCE.

PROGRAM OUTLINE:

⇒ BUILD YOUR SKILL SET

- **INTELLIGENT QUOTIENT (IQ) VS. EMOTIONAL QUOTIENT (EQ)**
- **TECHNICAL SKILLS AND INTRAPERSONAL SKILLS**
- **WHAT ARE THEY AND WHY DO THEY MATTER?**
 - ✓ **OFFICE APPLICATIONS**
 - ✓ **COLLABORATION TOOLS**
 - ✓ **SOFT SKILLS**

⇒ IMPROVE YOUR KNOWLEDGE

- **DEFINE YOUR LEARNING STYLE**
- **GET THE RIGHT TRAINING AT THE RIGHT PRICE**
 - ✓ **TRAINING OPTIONS**
 - ✓ **ONLINE LEARNING**
 - ✓ **CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP)**

⇒ PROVE YOUR PROFESSIONALISM

- **PROFESSIONAL CERTIFICATION**
- **MICROSOFT OFFICE SPECIALIST (MOS)**
- **FINDING CREATIVE RESOURCES**