

Due Dates

SOFT SKILLS BOOKLETS

DUE APRIL 8:

Stepping Stones to Success
Booklet – PPT - Assignments
Make Yourself Heard
Booklet – P
PT - Assignments

DUE APRIL 15:

How You Act & Dress Matters
Booklet – PPT - Assignments
Wake Up & Work
Booklet – PPT - Assignments

DUE APRIL 22:

Demonstrate Your Value through Collaboration
Booklet – PPT - Assignments
Play Nice & Stay Employed
Booklet – PPT – Assignments

DUE APRIL 29:

Lead with Integrity
Booklet – PPT – Assignments

EMPLOYMENT PREPARATION

Review each PowerPoint and complete the corresponding assignments

ALL THE FOLLOWING ARE DUE BY APRIL 29:

Resume PPT
Resume Assignment

Job Search PPT
Handshake Assignment
Job Search Assignment

Interviewing PPT
Common Interview Questions Assignment
What are your Strengths Assignment
60 Commercial Assignment

All assignments must be turned in by the due dates to receive full credit.

**Assignments CAN be turned in early so it is suggested to complete them
as soon as possible!**