

HOW TO GET A JOB AND KEEP IT

A **FREE**, Interactive Online Training Series for Career Center Staff

EZ Access Tip

Are you ready to enroll in this training?

Log into [TRAIN](#) and search *Interactive Online Trainings*, then look under the [How to Get a Job and Keep It](#) header.

Need help? Email us at: ncwtc@nccommerce.com

Communication



Relationships



Networking



Soft Skills



Etiquette



Etiquette



Work Life Balance



Work Life Balance

While your technical skills may get your foot in the door, your soft skills are what open most of the doors to come. Your work ethic, your attitude, your communication skills, your emotional intelligence and a whole host of other personal attributes are the soft skills that are crucial for career success.

If you would like to improve your soft skills or are assisting someone who does, don't miss this **FREE Interactive Online Training Series!**

The training series includes the *How to Get a Job and Keep It* board game, a highly engaged activity. Like the Game of Life, you will experience challenges and learn the following skills:

Communication in the Workplace

Increase the effectiveness of your communication through verbal and non-verbal communication, active listening, body language, and appearance.

Managing Workplace Relationships

Workplace politics, conflict, and difficult co-workers can hinder your success. Learn how to manage relationships in a way that will benefit your career.

Networking 101

Develop your networking skills to expand your network and opportunities.

Workplace Etiquette

Using proper etiquette can help you improve your professionalism and increase your chances for advancement.

Balancing Work and Life

Find a balance between work and your personal life through time management, organization, and the handling of personal issues.

Soft Skills Matter

Learn about soft skills and their importance to success in your career.



Registration instructions and guidelines can be found on page 2. To register, visit www.ncworkforcetraining.com.

NCWorks Training Center

NEW STUDENT ACCOUNT

1. Go to www.ncworkforcetraining.com.
2. Click on **New Users Click Here**.
3. Complete ALL profile information.
4. Enter Security Image Code, click **Submit**.
5. A confirmation email with your User ID and password will be sent upon approval.
6. See below to enroll in a course.

RETURNING STUDENTS

1. Go to www.ncworkforcetraining.com.
2. Enter your User ID and Password, click **Login**.
3. First time users will be prompted to set up a security question and answer.
4. Click **Enroll in Courses/Events**.
5. Select your course, click **Enroll**, request special needs if applicable, and click **Submit**.
6. You will receive an enrollment confirmation via email.

REGISTRATION:

You must register online prior to a workshop, training class, or other special event. Confirmation of registration, with details, dates, times and location will be emailed one week prior to the session.

NCWorks Training Center course offerings are open to all in the NC workforce system unless specified as a closed training for a targeted group.

PAYMENT: Submit payment prior to the start of class by check or money order, payable to the NC Department of Commerce / Workforce. Name(s) of participants must be included on the check.

TRAINING SESSION CANCELLATION: We reserve the right to cancel or postpone sessions based on insufficient registrations or other unforeseen circumstances. You can transfer to an alternate session or registration fees will be refunded. Please allow six weeks for refunds to be processed.

CANCELLATIONS AND SUBSTITUTIONS: To cancel a registration or make a substitution, email ncwtc@nccommerce.com. Submit cancellations and substitutions in writing at least 48 hours prior to the session (unless otherwise specified) to avoid paying the full registration fee.

SPECIAL NEEDS: Please include special needs requests when you register online. We can only guarantee provisions for special needs when notified at least two weeks in advance of training.

LODGING: A list of convenient hotels is available at www.ncworkforcetraining.com/Lodging.aspx.

NC Works
training center



Do you have questions or need help with registration? Call the Training Center at 919-814-0399 or email ncwtc@nccommerce.com.

Equal Opportunity Employer Program.
Auxiliary aids and services available upon request to individuals with disabilities.