

GEN Y: TRANSITIONING SMOOTHLY INTO THE WORKPLACE

TRAINING

Adult learning theory states that lessons need to be applied and evaluated by adults for optimal learning. We integrate this theory into our training by incorporating individual exercises, teamwork, skill practice, coaching, and evaluations.

This full-day workshop will be fun and interactive. Participants will walk away with a better understanding of how to transition into the workplace.

OBJECTIVES

At the conclusion of this training program, the participants will be able to:

- Make successful choices and create strategies for a rewarding career and life.
- Understand corporate culture and appropriate behaviors.
- Broaden their network of contacts.
- Balance work and life while showing flexibility in the workplace.
- Identify the communication styles and adjust accordingly.
- Set goals.

COURSE CONTENT

WELCOME TO THE WORKPLACE

This module includes an overview of the generations at work and discusses expectations of managers. We review:

- Setting up for success – getting off on the right foot with your manager.
- How you are perceived – some potential pre-conceived notions about Gen Y and how to overcome them.
- Understanding and meeting expectations.
- Understanding corporate culture – appropriate and inappropriate behaviors in the workplace.
- Showing flexibility while maintaining life balance – a challenge faced by many new employees is how they view work/life balance vs. those who manage them. How to be successful yet still meet personal and professional goals.

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- Networking – how to meet people and create relationships for mutual support and assistance.
- Creating a professional presence – the move from academia to the business world includes many adjustments. We discuss attire, verbal image, body language and more.

COMMUNICATION STYLES – AN INTRODUCTION

The four styles include:

- **Dominance** – focus is the bottom line. This person is assertive and to the point.
- **Influence** – focus is on creative ideas and influencing others. This person is also assertive and very people oriented.
- **Steadiness** – focus is on harmony, teamwork, and people. This person is less assertive but very team oriented.
- **Conscientiousness** – focus is on details and processes. This person is less assertive and enjoys working alone.

We discuss:

- Understanding your own style.
- Assessing the styles of those around you.
- Learning to adapt to improve communication.

WHERE DO WE GO FROM HERE? – GOAL SETTING

In the final module, we discuss the importance of goal setting for both career and personal success. Goals should be:

- Specific
- Measureable
- Attainable
- Realistic
- Time-bound

As a closing exercise each participant writes at least one SMART career goal to be shared with his/her manager.



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ACTION PLAN

Each participant develops a strategy and plan for transitioning smoothly into the workplace.

CLASS SIZE

Maximum of 16 people per workshop.

EXPENSES

The Training Edge, LLC will be reimbursed for all reasonable travel expenses for airline and ground transportation, hotel accommodations, meals, parking, tips and shipping of materials.

FEE SCHEDULE

Workshop Delivery (One-day workshop)	\$3,500.00 total
Everything DiSC Workplace Assessments	\$ 46.50 per person
Customization fees	As needed