

Career Tips for the Savvy Professional:

An office is a community: It functions best when everyone knows what is expected of him or her and what constitutes acceptable social behavior. You bring a set of skills or knowledge that allows you to do your job, yet equally important are the “unwritten” rules – how to do the right thing in every work situation.

Join in a one-hour “lunch & learn” session – bring your sandwich, salad, protein shake, and we’ll provide drinks & desserts.

Email HRTOD@shu.edu to register for one of the below sessions
(minimum 4/maximum 10 attendees):

<u>Time:</u>	<u>Date:</u>	<u>Location:</u>
12:30 - 1:30 p.m.	Tuesday, 2/15/18	Dept of HR Training Room
12:30 - 1:30 p.m.	Tuesday, 4/12/18	Dept of HR Training Room
12:30 - 1:30 p.m.	Tuesday, 6/7/18	Dept of HR Training Room
12:30 - 1:30 p.m.	Tuesday, 9/13/18	Dept of HR Training Room
12:30 - 1:30 p.m.	Tuesday, 11/8/18	Dept of HR Training Room

