



Employment Readiness Program

NOVEMBER 2025
WORKSHOPS



WEDNESDAY, 03 | 10 AM

NEGOTIATING EMPLOYMENT OFFERS

Understand the components of Employment offers and learn techniques for negotiating salaries and benefits. This class provides strategies for making informed decisions when accepting Employment offers.

WEDNESDAY, 10 | 10 AM

HANDLING PRE-EMPLOYMENT SCREENING AND BACKGROUND CHECKS

This session explains the types of pre-employment screenings and how to prepare for them. It also covers how to understand and address screening results.



WEDNESDAY, 17 | 10 AM

PROFESSIONAL ETIQUETTE AND COMMUNICATION

Learn about workplace behavior and communication, including email, phone, and meeting etiquette. This class also emphasizes the importance of managing your online presence professionally.



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Workshops will be held
at ACS, Davis Street,
Bldg. 225

