



# What is WorkStyles?

- Effective Communication
- Applications
- Places to go... People to see
- Interviews
- Resumes
- Steps to the Future
- Solving Problems at Work
- Managing Stress

## Who attends WorkStyles?

Afghanistan	Congo	Iran	Pakistan
Albania	(DRI)	Ivory Coast	Russia
Armenia	Congo	Kosovo	Rwanda
Azerbaijan	Croatia	Latvia	Sierra Leone
Belarus	Cuba	Lebanon	Somalia
Bosnia	Eritrea	Liberia	Sudan
Bulgaria	Ethiopia	Mauritania	Togo
Burkina Faso	Guatemala	Mexico	Uganda
Burma	Guinea	Morocco	Ukraine
Burundi	Haiti	Myanmar	Uzbekistan
Colombia	Indonesia	Nepal	Vietnam

# Effective Communication

- Following directions accurately
- Active listening skills in communication
- Clarification Skills
- Body language





# Work Culture

- Communication expectations
  - Non-verbal: gestures and body language
  - Verbal: active listening, expressions, jargon
- Time expectations
- Appearance expectations

# Interviews

- On Video
- Identifying positive qualities
- Asking and answering "hard" questions
- Expressing yourself professionally
- Do's and Don'ts for Interviews



## Questions to Answer

The interviewer will commonly ask questions about...

- Experience
- Skills
- Personal Strengths



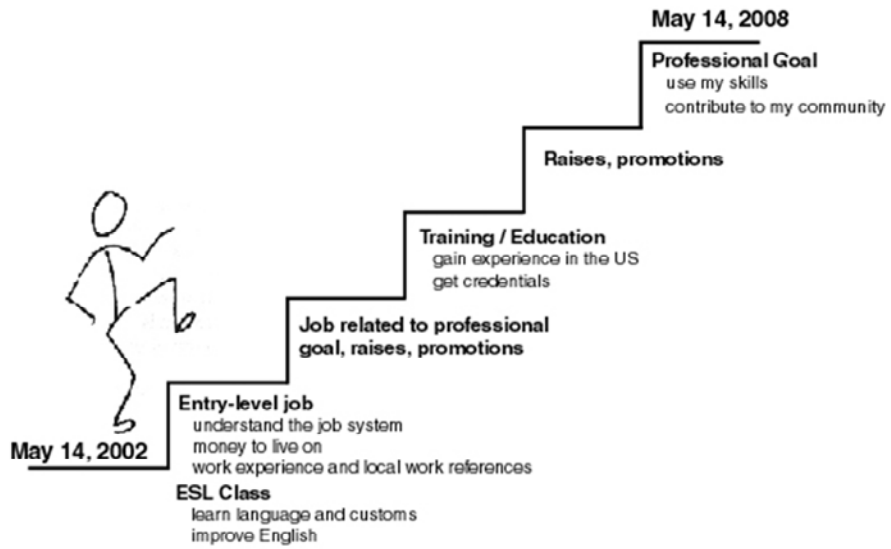
# Steps to the Future

- Setting realistic goals
- Understanding "Entry-Level Jobs"
- Planning a career





## Example of steps...



# Places to go...

# People to see...

Where and how to look for a job:

- Reading want ads
- Searching the Internet
- Telephoning about a job



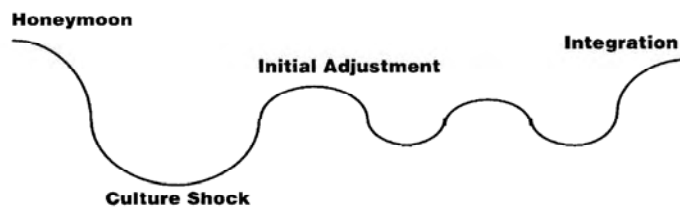
# Solving Problems at Work



- Conflict management techniques
- How to avoid problems and mistakes on the job
- How to be more effective at work

# Managing Stress

- Awareness about culture shock
- Strategies to deal with stressful situations
- Recognizing signs of stress
- Taking necessary steps to reduce it





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