

Toward Your Future

Job-Seeking Skills Workshop

Learn to:

- Prepare your resume and cover letter
- Excel in a job interview
- Write an employer thank-you note

September 2009-April 2010
Mondays 1:00 - 2:00 p.m.
Tuesdays 3:00 - 4:00 p.m.
Thursdays 8:00 - 9:00 a.m.

Mock Interviews

Practice your interviewing skills

Contact the Transfer & Placement Office for the schedule of mock interviews.

Thinking about transferring after completing your NTC program?

Many four-year college partners visit NTC to assist students who are interested in completing their bachelors degree. In addition, transfer workshops are held in the Transfer & Placement Office. Go to the this web address for scheduled college visits and transfer workshops: www.ntc.edu/transferinfo

For more information, stop in the Transfer & Placement Office (C132) or call 715.803.1850 or 888.NTC.7144, Ext. 1850
www.ntc.edu/transferinfo



Student Success Opportunities Fall 2009

- Career Classes
- Placement
- Workshops

**Presented by
NTC's Student
Success Team**

***Serving students'
academic, career and
personal needs***



Take the First Step

Career Decisions

Want to get started on a new career? Career Decisions is a 12-hour class that can help you learn more about yourself and a career direction that would be a good fit for you. \$30 materials fee. Call 716.675.3331, Ext. 5861, to register.

August 4, 6, 11, 13
9:00 a.m. - 12:00 p.m.
(Class #27205)

August 10, 11, 12, 13
1:30 - 4:30 p.m.
(Class #27206)

September 3, 10, 17, 24
1:00 - 4:00 p.m.
(Class #27207)

September 3, 10, 17, 24
1:00 - 4:00 p.m.
(Class #27225)

October 6, 13, 20, 27
5:00 - 8:00 p.m.
(Class #27208)

October 13, 15, 20, 22
1:00 - 4:00 p.m.
(Class #27209)

November 3, 5, 10, 12
5:00 - 8:00 p.m.
(Class #27210)

November 4, 6, 11, 13
9:00 a.m.-12:00 p.m.
(Class #27223)

December 1, 3, 8, 10
1:00 - 4:00 p.m.
(Class #27212)

December 1, 3, 8, 10
5:00 - 8:00 p.m.
(Class #27211)

Support Along the Way

Bridge to Success Workshops

These one-hour workshops are designed to assist individuals who are transitioning into the world of higher education.

Stress Reduction Tips - Getting a Handle on Stress

Learn techniques for reducing stress to better manage college life.



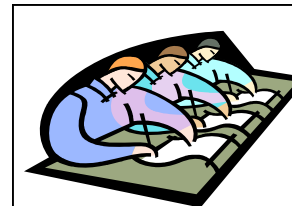
September 9, 9:00 - 10:00 a.m.
October 14, 12:00 - 1:00 p.m.
November 11, 4:00 - 5:00 p.m.

24 Hours Are Not Enough! How To Make the Most of Your Day



Overwhelmed with the pressures of school, work, and home? This workshop emphasizes goal setting, establishing priorities, and developing a plan for success.

September 1, 12:00 - 1:00 p.m.
October 7, 11:00 a.m. - 12:00 p.m.
November 5, 2:00 - 3:00 p.m.



Test Anxiety Workshop

Learn techniques to help you work through the symptoms of test anxiety. Find out how you can become a better, more relaxed test-taker.

September 15, 10:00 - 11:00 a.m.
October 14, 1:00 - 2:00 p.m.
November 12, 2:00 - 3:00 p.m.

Study Skills - Achieve Your Goals

This session gives you tips on how to sharpen your study skills in order to become a more successful student at NTC.

September 30, 12:00 - 1:00 p.m.
October 28, 3:00 - 4:00 p.m.
November 25, 9:00 - 10:00 a.m.



All workshops are held in C132