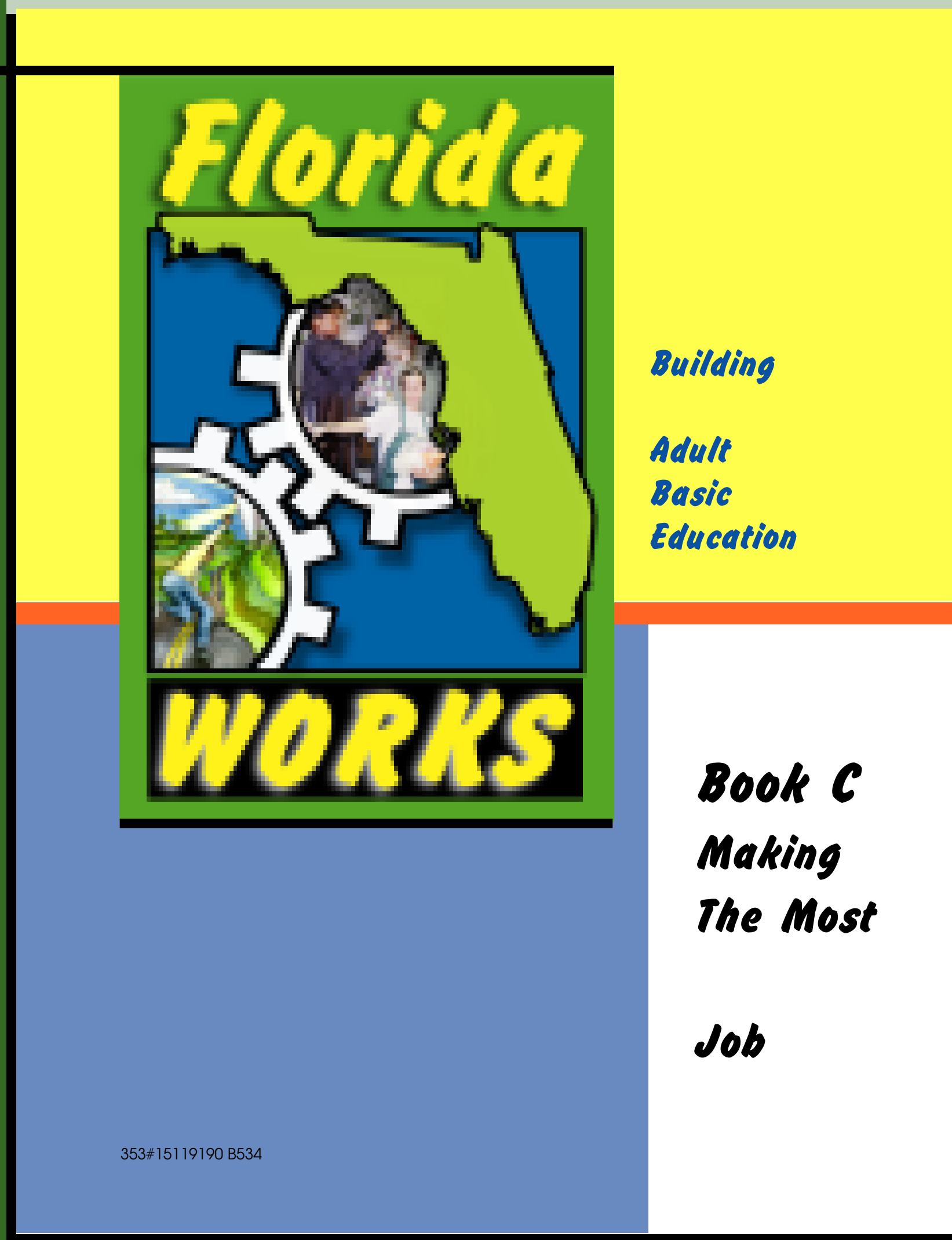


# Program Overview



## Module 8: How Can I Get Off on the Right Foot?

Viewpoints: Going the Extra Mile

Teamwork 1: Getting Ready for Work

Teamwork 2: Eight Qualities for Success

Teamwork 3: Communication is the Key to Success

Teamwork 4: Cooperation and Conflict

Teamwork 5: Putting Safety First

## Module 9: How Do I Make the Most of My Pay and Benefits

Teamwork 1: Your Job Benefits

Teamwork 2: Understanding Your Paycheck

Teamwork 3: Making a financial Plan

Teamwork 4: Your Rights on the Job

## Module 10: How Do I Plan for the Next Job?

Viewpoints: Keeping the "Big Picture" in Mind

Teamwork 1: Learning on the Job

Teamwork 2: Evaluating Your Progress

Teamwork 3: Getting a Promotion

Teamwork 4: Coping with Stress

Teamwork 5: Preparing to Leave a Job

Teamwork 6: Networking is Never Ending.

*"The case studies in Florida Works help employees see problems from the managers point of view. They learn to appreciate scheduling problems and how important their time is when they're there."*

*—Lisa Paez, Training Director,  
LRP Publishing*

■ See a *difference* in as little as  
2 hours a week for 12 weeks