

MORPHING INTO THE REAL WORLD

THE HANDBOOK FOR ENTERING THE WORK FORCE

by Tim Bryce ISBN 978-0-9786182-5-4



A Comprehensive Survival Guide for Adulthood

Finally, a comprehensive guide to assist young people in transitioning into the work force. It includes a compilation of the many items a young person should be cognizant of as they begin their professional career. It is available either as a book separately or as part of a one day seminar.

INCLUDED ARE SECTIONS DESCRIBING:

How to organize records and finances
Retirement Planning, Banking & Investments
Insurance, Income Tax & Preparing a Will
Apartment, House or Condo?
Transportation
How to adapt to the Corporate Culture
Coping with change
Implementing Business Ethics
Teamwork
Dealing with Office Politics
The need for Craftsmanship
Continuous Improvement
Increasing Brain Power
Basic Business Skills required for the office
The Art of Persuasion & Effective Interviewing
Creating a sense of Professionalism
Career Planning
The Impact of Technology on Social Skills.
Developing Socialization Skills
Personal Appearance
Tact & Diplomacy
Employment Status
Company Policy Manuals
Performance Reviews, Reprimands & Firings
Intellectual Property
Basic Management Principles
Understanding Productivity
And much more...



WHO WILL BENEFIT?

- College & High School graduates entering the work force.
- Military personnel transitioning out of the service.
- Immigrants starting to work in this country.
- New employees (HR Departments will find this useful).

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One Day Seminar -

On-site Price- \$4,000.00 (U.S.)

MBA sponsored facilities - \$100/person - include copy of book