

Chronicles

CAREER QUEST LEARNING CENTERS • MAY 2018

The **Top** **5** Soft Skills You Need to Succeed in Your Career

Even if you rock the technical aspects of your job, there's more to success than nuts-and-bolts know-how. And some of the most important skills in a professional environment can be the hardest to learn. Here's a high-level look at some of these skills.

1 Communication

Written and verbal communication skills are super important in the workplace because they set the foundation for how your supervisors and co-workers see you. Are you seen as a good communicator?

2 Collaboration

Employers want people who can work as a team, which makes everyone more productive and efficient. Do you help foster a friendly, collaborative work environment?

3 Observation

Employers want people who can see past just the numbers. They need people who bring fresh, new ideas. Are you helping your company get a leg up on the competition?

4 Problem Solving

Initiative and action is what will get you noticed in a positive way. Know how to adapt and think on your feet and it will make you stand out to an employer.

5 Leadership

Even if you don't currently have a title that implies you're a leader, that doesn't mean you're not! It's important to have confidence in what you do at work.

Please visit our blog at www.careerquest.edu/blog to learn more.

Student of the Month ■ April

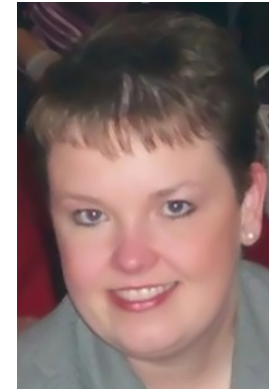
Jackson
campus

209 E. Washington Ave., Suite 241
Jackson, MI 49201
517-990-9595



Legal Secretary student **Ericka Fox** is an active member of the Student Association and serves as a peer mentor, which has contributed to her being named Jackson's April Student of the Month. "Ericka is always eager to learn and she's willing to help out when needed in the classroom," said Jackson Campus Manager Elizabeth Kirchmeier. "Ericka doesn't just handle challenges, she welcomes them and faces them head on!"

Staff Member of the Month ■ April

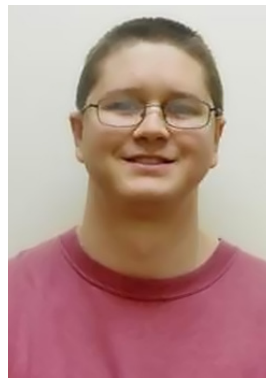


Congratulations to Jackson's Employee of the Month — Business & Legal Instructor **Shelley White-Thomas**. Shelley is involved in almost every aspect of our campus. And she is eager to help at any opportunity. "Not only does she go above and beyond in the classroom for her students' success, but she goes above and beyond in any duty around campus as well," said Kirchmeier. "She is truly an asset to the Jackson campus."

Student of the Month ■ April

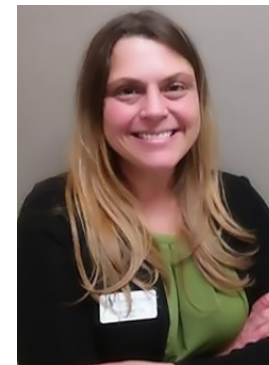
Lansing
campus

3215 S. Pennsylvania Ave.
Lansing, MI 48910
517-318-3330



Medical Assistant student **Andrew Harmon** conducts himself in a professional manner and continues to demonstrate academic excellence, which is why he was named Lansing's April Student of the Month. "He's always willing to give his time to help others. He's focused and always strives to do his very best," said Lansing Campus Manager Mollie Woodworth. "We're so happy to have a student of such talent represent CQ."

Staff Member of the Month ■ April



Stephanie Nye started at Career Quest in an adjunct role and recently moved into a full-time business instructor position. She has great passion for education and is very knowledgeable in the business field. Stephanie is also an advisor for the Student Association. "She has amazing energy and is determined to help students be the best they can be," said Woodworth. "She does a great job creating an atmosphere that is both fun and educational."

Student of the Month ■ April

Mount Pleasant
campus

2116 Mission St.
Mount Pleasant, MI 48858
989-817-4431



Registered Medical Assistant student **Opal Miller** has been named April's Student of the Month for Mt. Pleasant for her dedication to her education and helping her fellow classmates as a tutor. "Her enthusiasm radiates around her, making others want to work just as hard. She's an asset to our program and will be to any organization who hires her," said Mt. Pleasant Campus Manager Shelby Dalglish. "She's an amazing person and always strives to do her best. She's taking the program by storm!"

Staff Member of the Month ■ April



Congratulations to Administrative Assistant **Kelly LeBlanc** for being named April's Employee of the Month for the Mt. Pleasant campus. "She's always willing to help, she keeps the campus looking good, and she picks up shifts for coworkers as needed," said Dalglish. "She's the friendly face when the students walk in and she goes above and beyond to ensure their success."

MAY EVENTS



Jackson

- 1 ABA Law Day - Law Day Activity 11:15am-12:15pm
Student Appreciation Event 1:00pm-1:15pm
- 2 Law Day Conversations 1:30pm-2:00pm
Student Appreciation Event 1:00pm-1:15pm
- 3 Law Day Separations of Powers Game All Day
- 7 Orange/Grey Mod – Week 4: Student Association Hot Dog
Fundraiser Ticket Sales through May 21
- 9 Bring a Friend Day
Mother's Day Fundraiser – Flowers for Mom
- 10 Mother's Day Fundraiser – Flowers for Mom
- 11 CQ Advisory Committee Meeting
CPR Class 5:00pm-9:00pm
- 14 Orange/Grey Mod – Week 5: Senior Send-Off. . 1:15pm & 5:30pm
- 15 Senior Send-Off 1:15pm & 5:30pm
- 16 American Red Cross Blood Drive 10:00am
New Student Orientation 1:00pm
- 17 Orange/Grey Mod – Last Day
- 18 RMA & BC Proctored Exams, 10:00am-Noon
- 21 Purple/Black Mod – Week 1: Last Day to Purchase Pre-Sale
Hot Dog Fundraiser Presale Tickets
- 23 Hot Dog Fundraiser 1:15am & 5:15pm
- 24 Hot Dog Fundraiser 1:15am & 5:15pm
- 29 Purple/Black Mod – Week 2
- 30 Student Association Meet & Greet 1:15pm-1:45pm
- 31 Student Association Meet & Greet 1:15pm-1:45pm

Mount Pleasant

- 1 Open Labs 2:00-5:00pm
- 3 Student Appreciation 11:00am & 5:00pm
- 7 Pre-Externship Meeting, Room 2 1:00pm
- 8 Pre-Externship Meeting, Room 2 1:00pm
- 9 Bring a Friend Day
Open Labs 3:00-5:00pm
- 10 Open Labs 3:00-5:00pm
- 11 Graduation, Mt. Pleasant High School 5:30pm
- 16 Advisory Lunch 2:00pm
- 17 New Student Orientation 11:30am & 5:30pm
- 18 Post-Externship Meeting, Room 2 1:00pm
- 21 New Classes Begin
- 29 Resume Building 1:30pm

Lansing

- 1 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 2 Computer Navigation, Room 9 2:00pm-4:00pm
- 3 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 8 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 9-10 Bring a Friend to School Day 1:30pm
Pizza, pop, raffle prizes. Please RSVP by May 7
- 9 Student Association Fundraiser 11:00am & 5:10pm
Computer Navigation, Room 9 2:00pm-4:00pm
- 10 Student Association Fundraiser 11:00am & 5:10pm
Open Lab/Study Time, Room 9 10:00am-2:00pm
- 11 Spring Graduation at Grand Ledge High School 6:00pm
- 15 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 16 Computer Navigation, Room 9 2:00pm-4:00pm
- 17 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 18 Post Externship Meeting
- 21 Purple Mod Begins
- 22 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 23 Computer Navigation, Room 9 2:00pm-4:00pm
- 24 Open Lab/Study Time, Room 9 10:00am-2:00pm
Summer Jobs Fair Noon to 3:00pm
- 25 Garage Sale/Block Party 11:00am-3:00pm
- 29 Open Lab/Study Time, Room 9 10:00am-2:00pm
- 30 Student Appreciation 11:15am & 5:15pm
Computer Navigation, Room 9 2:00pm-4:00pm
- 31 Student Association Meet & Greet 1:20pm & 5:10pm
Open Lab/Study Time, Room 9 10:00am-2:00pm

Bay City

- 1 Student Appreciation Event 11:15am
- 8 First Student Association Meeting 1:20pm
- 9 Ribbon Cutting Ceremony with
Bay Area Chamber of Commerce 11:15am
Bring a Friend Day
- 17 New Student Orientation 11:00am & 5:30pm
- 21 Purple Mod Begins
- 29 Student Association Meet & Greet 1:20pm



May 5 - Cinco de Mayo

May 8 - National Teacher Appreciation Day

May 13 - Mother's Day

May 28 - Memorial Day