

Chronicles

CAREER QUEST LEARNING CENTERS • JANUARY 2019

How to Apply Your Skills to Your Business Career

YOU'VE learned a lot of skills out in the world already. What you need now are some tips on how to transfer those skills to the business world. And that's where we come in. Here are just some of the transferable skills you can use in your business career:

Communication Skills

You need to listen and read to understand oral and written instructions, carry out your job the way it's supposed to be done and learn new procedures. You need to speak well to communicate your thoughts and ideas to others in a professional way. And even if you're a natural at public speaking, there's always room for improvement. Practice with your colleagues and give and get feedback until you feel more comfortable speaking in public. Possessing these [basic communication skills](#) will transfer well wherever your career takes you.

People Skills

It's essential in business to be able to collaborate with your co-workers. Here's how:

- Provide constructive criticism
- Receive feedback well
- Coordinate with others
- Negotiate, persuade and influence others
- Motivate others
- Delegate work
- Mentor less experienced colleagues
- Resolve conflict
- Build strong customer relationships

Management Skills

Maybe you volunteer at your church as the treasurer or run fundraisers for the PTO at your children's schools. That requires management skills! In business, having these skills will show



your employer you have the potential to take on whatever they give you, and may help you grow into a bigger and better position over time.

Organizational Skills

If you're well-organized, and have great attention to detail, you'll also be more efficient. That means you'll get more done in less time. Who wouldn't want someone like that on their team? Your organizational skills are on display when you know exactly where those important files are in the database. Being well-organized will also help you understand the hierarchy of a company and who does what. And when you share that information with others, you could prove yourself to be invaluable.

Technical Skills

Today every company has a digital presence and relies on computers to survive. If you have a basic knowledge of technology,

business software, email, social media and how office equipment works, you'll be the go-to person for everyone who doesn't. Maybe you understand [the importance of Microsoft certification](#) because you're already certified. Or maybe you just get it! Not everyone can be an IT guru, but having someone around the office who is comfortable around technology can ease everyone's mind and be quite helpful in times of a technical crisis.

These are just some of many soft skills that could transfer to any business setting. This combination of professionalism, communication, management, and organizational skills will help you in your business and personal life. If you're interested in learning more about soft skills or what you need for a business career, please contact us at 877-481-4930 to learn more.

Staff Member of the Month

We're extremely lucky to have **Lareina Kyriakou** as our Senior Staff Accountant. She works tirelessly each and every day to ensure that things are running smoothly and deadlines are met. "She's a joy to work with and is willing to help whenever she can," said Lansing Campus President Mollie Woodworth. "She's always the first person here in the morning and last person to leave at the end of the day. I have never seen someone so dedicated to their job." We hope Lareina knows how much everyone appreciates all she does for us!



CELEBRATING Mt. Pleasant Graduates

Mt. Pleasant campus hosted a graduation ceremony for 76 students at Mt. Pleasant High School on Friday, December 7. The keynote speaker was CQLC Medical Instructor Hope Gillis and the student speaker was Christyle Woodberry, who graduated from the Medical Assistant program.

"Graduation is the biggest highlight of the year here at Career Quest. We have the chance to celebrate our students and the accomplishments they have made," said Mt. Pleasant Campus President Shelby Dalglish. "They accomplished their goals, they overcame barriers and they just kept pushing through. The joy on their faces when we announce them as the graduating class of 2018 really makes you realize just how important this ceremony is."

"Graduation is very special for everyone. The students are able to walk across that stage and show their family and friends what they have accomplished," said Gillis. "That gives them an amazing feeling of success. And as an instructor, there's no better feeling than watching your students in that moment. It's why we do what we do."

Jackson campus

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

Student of the Month • December



Shawna Wedhorn is a member of the Student Association and has been on the President's List throughout her time here. "Shawna stands out because she has taken a leadership role in Student Association and is always there to help with Snack Shack in between classes," said Chief Academic Officer Dave Heckeler.

"She also volunteered to help at graduation with getting students lined up and ready to walk." Congrats Shawna. Keep up the great work!

Lansing campus

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

Student of the Month • December



Not only is **Nathan Thompson** a skilled medical assistant student, but he's also on the President's List and serves as the event coordinator for the Student Association. He is aspiring to become a nephrologist physician and this is the first step toward that. "His father is currently on hemodialysis due to failing kidneys, and Nathan serves as his caretaker,"

explained Campus President Mollie Woodworth. "He also works full time, and the one time he missed class it's because his father was in the ER." Nathan is also a wonderful mentor to students struggling in class and in their personal lives.

Mount Pleasant campus

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

Student of the Month • December



Tracey Burch has been a wonderful medical assistant student and has made the President's and Director's Lists a multitude of times. She has also had perfect attendance. "Tracey has the dedication and perseverance to become a wonderful asset as a medical assistant," said Mt. Pleasant Campus President

Shelby Dalglish. "We're excited to see what her future holds." Congratulations Tracey!

Bay City campus

3900 State Street Rd., Ste 200 • Bay City, MI 48706 • 989-322-3900

Student of the Month • December



Lacey Erndt stands out at the Bay City campus because of her infectious smile and positive energy. She lends a hand by participating in the Ride and Drive program and also volunteering for spot jobs around campus. "Lacey strives for excellence and expects the same out of others around her," said Campus President Cassie Ferrer. "Even

when facing adversity, she always conducts herself in a professional manner." Lacey has decided what she wants out of a career and has her mind set on getting through her program – she isn't letting anything stop her!

JANUARY EVENTS

Jackson

- Jan. 2** Welcome Back Snacks, 11:00 a.m. and 7:30 p.m.
Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
- Jan. 3** Welcome Back Snacks, 11:00 a.m. and 7:30 p.m.
Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
- Jan. 4** Campus Closed after 10:00 a.m. for CQLC Employee Meeting
- Jan. 9** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
Student Appreciation Event, Student Lounge, 5:30 p.m.
- Jan. 10** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
Student Appreciation Event, Student Lounge, 1:15 p.m.
- Jan. 16** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
- Jan. 17** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
- Jan. 18** CPR Class, 5:00 p.m. - 9:00 p.m.
- Jan. 22** Career Services Presentation, 10:00 a.m. and 6:00 p.m.
- Jan. 23** Career Services Presentation, 10:00 a.m. and 6:00 p.m.
New Student Orientation – Student Association Meeting,
Student Lounge, 1:15 p.m. and 5:00 p.m.
Senior Send-Off, 1:15 p.m. and 5:30 p.m.
- Jan. 24** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
Senior Send-Off, 1:15 p.m. and 5:30 p.m.
- Jan. 30** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.
- Jan. 31** Student Association Meeting, Student Lounge,
1:15 p.m. and 5:00 p.m.

Mount Pleasant

- Jan. 7** Resume Building, 1:30 p.m.
- Jan. 10** Resume Building, 1:30 p.m.
- Jan. 14** Open Labs, 2:00 p.m. - 5:00 p.m.
- Jan. 15** Open Labs, 2:00 p.m. - 5:00 p.m.
- Jan. 17** Student Appreciation Event, 11:00 a.m. and 5:00 p.m.
- Jan. 21** Resume Building, 1:30 p.m.
- Jan. 24** Resume Building, 1:30 p.m.
- Jan. 25** Post Externship Meeting, 1:30 p.m.
- Jan. 29** Employer of the Day – Time TBD

Lansing

- Jan. 2** Welcome Back Student Appreciation Event,
11:00 a.m. and 5:00 p.m.
Student Association Fundraiser – Warm Clothing Donation
Table – Runs through February
Computer Navigation, Room 9, 2:00 p.m. - 4:00 p.m.
- Jan. 3** Career Resolution Contest winner announced on Facebook
Welcome Back Student Appreciation Event,
11:00 a.m. and 5:00 p.m.
Student Association Fundraiser
Buy a Candy Bar Raffle (\$.50 per ticket)
- Jan. 4** Short Term Program Orientation for Phlebotomy students,
Room 15, 12:30 p.m.
Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 7** Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 9** Student Association Meet & Greet, Room 7,
1:20 p.m. and 7:30 p.m.
Computer Navigation, Room 9, 2:00 p.m. - 4:00 p.m.
- Jan. 10** Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 14** Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 16** Student Association-Build your own nachos fundraiser,
\$3 per meal
Computer Navigation, Room 9, 2:00 p.m. - 4:00 p.m.
- Jan. 17** Student Association Build your Own Nachos Fundraiser,
\$3 per meal
Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 21** Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 23** New Student Orientation, Room 12, 1:00 p.m.
Computer Navigation, Room 9, 2:00 p.m. - 4:00 p.m.
- Jan. 24** Short Term Program Orientation for CNA Students,
Room 15, 10:00 a.m.
Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 28** New Classes Begin
Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.
- Jan. 30** Computer Navigation, Room 9, 2:00 p.m. - 4:00 p.m.
- Jan. 31** Open Lab/Study Time, Room 9, 10:00 a.m. - 2:00 p.m.

Bay City

- Jan. 9** Student Appreciation, 11:00 a.m. and 5:30 p.m.
- Jan. 23** Senior Walk, 11:00 a.m.
- Jan. 24** New Student Orientation, 11:00 a.m. and 5:30 p.m.
- Jan. 30** Blood Drive with Michigan Blood, Time TBD

January Holidays All Campuses

- Jan. 1** New Year's Day – Campus Closed
- Jan. 6** National Technology Day
- Jan. 21** Martin Luther King Jr.'s Birthday Observed – Campus Closed
- Jan. 28** National Data Privacy Day
New Classes Begin