ACT NOW! Sign-Up TODAY!

Star Series - Level II Schedule:
Give a Stellar Performance™
Be a Shining Star™
Expanding the Star Team™
The Contemporary Star Performer™

Please see the HR 128 training database for a detailed course schedule. Online registration is required.

www.uthsc.edu/hrtraining

As with all training, you must have your manager's approval prior to registration.

A training opportunity you don’t want to miss…

LEVEL II

Can you benefit from learning how to:

★ Present a powerful professional image?
★ Assess your current skill level and identify areas for growth?
★ Communicate accurate, timely, and relevant information?
★ Continuously learn and develop the skills to become better at your job?
★ Eliminate unproductive work habits?
★ Self-motivate yourself to take action and work to your full potential?

Direct Questions to
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Training Administrator
910 Madison Avenue, Suite 727
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If so, then you don’t want to miss this opportunity!

ABOUT THE FACILITATOR:
Jennifer Stewart-Outten is the Education Coordinator in the Department of Clinical Pharmacy at UT Health Science Center. She has worked at UT for seven years. She holds a MS degree from the University of Memphis and has several years of experience as an administrative professional.

Jennifer is excited to share with you the skills, techniques and strategies that she has learned, and how you can apply them to your jobs.
OVERVIEW

The Star Achievement Series® is a training program developed by the Founder and CEO of Office Dynamics, Ltd., Joan Burge. Joan is an author and national corporate trainer with over 25 years of experience in the administrative and training profession. She drew on her extensive career as an executive assistant in the design of this series.

The philosophy behind Star Achievement is that it takes a combination of skills, attitude, teamwork and strategies to stay on the cutting edge.

“Every person [has] the potential to be a star performer at work. Star performers are professionals who continually seek new ways of doing things, create better techniques to improve their performance, and realize that they are on a journey that never ends. They know that who they are today is not all they are capable of becoming.” – Joan Burge

This series builds on the skill, attitude, teamwork and strategy fundamentals that result in increased productivity and job satisfaction among office professionals.

CLASS STRUCTURE

The Star Achievement Series® is a tri-level, multi-module series. In this level, participants will cover the following modules:

Give a Stellar Performance™

In Module One, learn to:
★ Develop Personal Presentation Skills
★ Understand the business of business etiquette
★ Communicate assertively
★ Understand the power of persuasion
★ Solve problems effectively

Be a Shining Star™

In Module Two, learn to:
★ Manage Self
★ Let off steam without burning others
★ Create a positive self-esteem
★ Use the ingredients of a healthy work spirit
★ Be president of your own career

Expanding the Star Team™

In module three, learn to:
★ Identify the difference between managers and leaders
★ Build a partnership with your manager
★ Function beyond a team of two

The Contemporary Star Performer™

In the last module, you’ll learn to:
★ Identify and prepare for emerging trends
★ Thrive during changing times
★ Apply Star performance techniques
★ Put yourself on the road to success
★ Expand your horizons

PLEASE NOTE: Completion of Level I is a prerequisite for Level II. Participants must attend and complete all modules before they receive their certificate of completion.