**Act Now! Sign-Up Today!**

**Star Series - Level I Schedule:**
Be A Star Achiever™
Star Achieving Techniques™
Building A Star Team™
Reaching Stardom™

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

www.uthsc.edu/hrtraining

★★★★★★★★★★★★

**About The Facilitator:**
**Monica Fleming** is the Training Coordinator in Human Resources at the UT Health Science Center and has been with the university for about 6 years.

She is a certified Star Achievement facilitator and graduate.

Monica is very enthusiastic in her facilitation of the Star principles and is excited to share what the program has to offer.

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

**A Training Opportunity You Don't Want to Miss…**

**Level I**

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?

Questions may be directed to

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If so, then you don’t want to miss this opportunity!
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:

Be a Star Achiever™

In Module One, learn to:
- Achieve and maintain a positive attitude about your employer, co-workers, customers and self
- Focus on self change vs. changing others
- Overcome intimidating situations or people
- Accept criticism as a tool to grow
- Deal with difficult people in a tactful and professional manner

Star Achieving Techniques™

In Module Two, learn to:
- Manage and prioritize tasks
- Challenge present processes that no longer work
- Write effective emails
- Leave concise voice mail messages
- Assess your current skill level and identify areas for growth
- Understand and embrace the Star Achievement philosophy

Building a Star Team™

In module three, learn to:
- Clarify your managers expectations and perceptions
- Communicate accurate, timely and relevant information
- Initiate conversation with your manager
- Explore hidden communication and the effects on the team relationship
- Be a good team player

Reaching Stardom™

In the last module, you’ll learn to:
- Navigate your career through goal setting
- Align professional goals with company and department goals
- Turn obstacles into opportunities
- Cultivate internal and external networks
- Enhance credibility through visible presentation

PLEASE NOTE: Participants must attend and complete all four modules before they receive their certificate of completion.