What does it mean to be a professional?
What skills do professionals need to have?

An individual’s professional skills are extremely important across all business and industries. They are transferrable skills that employees use in every job. A partial list of such skills includes:

- Communication
- Self Motivation
- Public Speaking
- Teamwork
- Time Management
- Leadership
- Flexibility
- Personal Skills

This course offers structured practice in English business conversations as conducted in the United States. You will use role-plays, observations, feedback sessions and written assignments to develop a clear mission statement, with supporting stories and anecdotes, to support your professional or academic development goals. You will take away better conversational and interview skills that will allow you to better compete for academic and professional opportunities upon course completion.

TOTAL 7 SESSIONS VIA ZOOM:
- JANUARY 28,
- FEBRUARY 4, 11, 18, 25
- MARCH 4, 11
- THURSDAYS, 8:00-10:00 PM (PACIFIC TIME)

COURSE FEE: $300

Register now! E-mail alpgen@csueastbay.edu
Limited seats available.
Instructor:

Gary Freund, M.B.A has held senior hospitality industry managerial positions for over 35 years. He was born and raised in San Francisco and educated at the University of California. He is very involved with the education of both high school and university students in the fields of hospitality, tourism, culinary arts, and professional skills. He is the Chairperson of two large community Advisory Boards relating to the development of students to succeed in the workplace. He teaches at Cal State East Bay in the American Language Program as well as having taught in the Department of Hospitality, Recreation, and Tourism. He believes professional skills training is important because it represents a good opportunity for employees to grow their knowledge base and improve their job skills to become more effective in the workplace.

PROFESSIONAL SKILLS
REGISTRATION DEADLINE
JANUARY 15, 2020

SECURE YOUR SEAT TODAY!

For more information, contact alpgen@csueastbay.edu