

## The Network Rules & Guidelines

This document will give you an overview about The Network and the rules and guidelines determined to obtain a certificate. We recognize it may not answer all your questions - our first workshop is set up to address more questions and give you more answers. Due to capacity in our offices we will not be able to take time for additional questions via email or phone calls. Please plan on attending a workshop. We know you will benefit from it.

### Rules and Regulations

1. To earn a basic certificate you must attend the following workshops within three months.
  - a) Strength Finders/Employee 101
  - b) Resume Building / Interview Prep
2. To earn an advanced certificate you must have already completed the basic certificate and also attend the workshops below within a three month period. Launching fall 2017.
  - a) Customer Service
  - b) Taking Initiative
  - c) Microsoft Office
3. Maintain appropriate behavior
  - a) No cell phone use during class
  - b) Showing up on time, the doors will be locked ten minutes after class begins.
  - c) Bring materials with you (pen, paper, homework, etc.)
  - d) Respect everyone in class; do not speak over people.
4. Participate
  - a) Showing someone a certificate for attending workshops might get you an interview, but the certificate itself will not impress an employer. Use these workshops as practice for the real interview and you will make a great impression during your interview.