

## Career Tips for the Savvy Professional:

An office is a community: It functions best when everyone knows what is expected of him or her and what constitutes acceptable social behavior. You bring a set of skills or knowledge that allows you to do your job, yet equally important are the “unwritten” rules – how to do the right thing in every work situation.

Join in a one-hour “lunch & learn” session – bring your sandwich, salad, protein shake, and we’ll provide drinks & desserts.

Email [HRTOD@shu.edu](mailto:HRTOD@shu.edu) to register for one of the below sessions  
(minimum 4/maximum 10 attendees):

**Time:**

12:30 - 1:30 p.m.

12:30 - 1:30 p.m.

**Date:**

Tuesday, 9/04/18

Tuesday, 11/8/18

**Location:**

Dept of HR Training Room

Dept of HR Training Room

