



# Challenge yourself to grow.



**Personal Success Skills**, an online resource from EBSCOlearning, is available through the library. You'll find a collection of interactive tutorials, microlessons, e-books and articles that can help you develop the core knowledge and skills needed for success — at work and at home.

## Topics include:

- ✓ Teamwork and Professionalism
- ✓ Attitude, Critical Listening and Successful Negotiation
- ✓ Email and Workplace Etiquette
- ✓ Written and Verbal Communication Skills
- ✓ Organization Strategies
- ✓ Goal Setting, Multitasking and Time Management
- ✓ Understanding and Balancing Credit and Debt
- ✓ Money Management and Investing Basics
- ✓ Introduction to Insurance, Benefits and Taxes