

WENDY

Welcome to the Succeed in the Workplace course. Congratulations, you've taken the first step in looking at what you want to achieve from your life. This eight-week course helps you to decide on your career development. It will help you to plan what you want to do, to look at the options available, and to think about how you can take steps to get there. Although the course focuses on the workplace, it encourages you to think about your work-life balance.

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So how does the course work? Over the eight weeks, you're asked to set aside three hours a week to undertake a series of web-based activities. Don't skip any of these activities, as they build on each other over the weeks. However, the course is flexible, so you don't have to do it in a three-hour block. You may decide to spread it out over the week. Just choose the method of learning that suits you best.