



Motto: Work hard and reach for the stars!

Monthly Newsletter

February 1, 2018



The interns are well into their 2nd rotation with 7 of the 10 weeks already completed in their departments.

The mentors and supervisors are very supportive of their interns. They are completing the first of two evaluations and providing wonderful feedback as our interns continue to learn and master new skills. Take a look at our display case outside our classroom!

Special points of interest:

- NEXT MONTHLY EMPLOYMENT MEETINGS WILL BE HELD ON 2/6 AND 2/20
- NO SCHOOL/WORK FOR INTERNS ON 2/12/18 AND 3/2/18
- OUR 2ND ROTATION ENDS ON MARCH 2, 2018
- WBMI PROJECT SEARCH MISSION STATEMENT



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Classroom Workshops

The workshop topics this month have included:

- *Identifying personal values
- *Following Policies and Procedures
- *Ability to accept constructive criticism.
- *Having the attitude
- *Budgeting and the grocery store
- *Practicing interview questions
- *Updating resumes and portfolios



Social Skills/Soft Skills

Accepting Constructive Criticism

Receiving criticism as a working adult is never easy. It's hard not to take criticism personally, and it can be even harder if you receive it often. However, with careful processing, a positive attitude, and regular self-evaluation, you can turn criticism at work into a source of empowerment and success.

1. **Strive to avoid emotional reactions.** Receiving criticism can be really upsetting, but try not to respond while you're upset. Take some time to understand the circumstances of the criticism and collect yourself before responding.
2. **Listen carefully to what's being said.** Criticism of any kind can be hard to take, but it's important to listen to exactly what's being said, so that you understand the problems and can improve your work.
3. **Don't get defensive.** Even if you disagree with what's being said, it's still important to consider other perspectives and opinions, especially if you're working in a subjective field, like art or politics.
4. It can be hard to receive criticism, but it's even harder to receive the same criticism twice, so be sure to take careful notes of what's being said. Record any specific points of reference.
5. **Ask questions.** Make sure you understand what the criticism entails. You won't be able to improve if you don't understand what's wrong, so be sure to request clarifications or ask questions if you have any. Asking questions also shows that you want to improve and get the task right next time.
6. **Say "thank you" at the end of the conversation.** As hard as it can be to accept criticism, it's still important to be gracious and thank people for the time they are taking to help improve your work. Even if you don't feel thankful in the moment, you'll be glad you said it when you see your skill level improve.
7. **Begin revisions right away.** Don't waste time being upset or down about criticism. Instead, get to work right away. Do your best to incorporate the criticism into your revised work, so that you don't forget what was advised.
8. **Ask for an informal review of your attempt at improvement.** Once your revisions are complete or you have done your best to incorporate feedback, ask your boss or manager to quickly look over your work to check that you properly addressed the criticism.

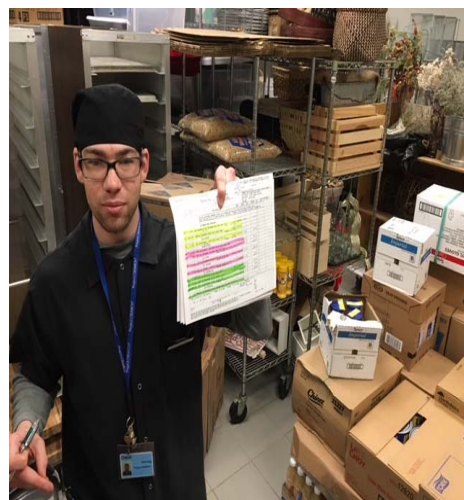
Some of the Interns in their 2nd rotation:



Zander in the IT Department



Laura catering for a United Way Event



Owen receiving an order in the kitchen

Project SEARCH Pizza and Game Night



Thanks so much to our Project SEARCH parent liaison, Sandy Geurts for putting this awesome event together!

A big thank you also to Maricio's in Barton for hosting our event Thursday night!

West Bend Mutual Project SEARCH 2017-2018 School Year Calendar



Project | SEARCH

September 5	1st Day of School for Interns
October 19	No School For Interns (Staff Development)
October 20	No School For Interns
November 22	No School For Interns (Staff Development)
November 23-24	No School For Interns- Thanksgiving Break
December 23-January 1	No School For Interns Winter Break
January 2 Classes Resume	
January 22	No School For Interns (Teacher Work Day)
February 12	No School For Interns (Staff Development)
March 2	No School For Interns (Staff Development)
March 26th-April 2	No School- Spring Recess
April 3 Classes Resume	
May 28th	No School For Interns- Memorial Day
June 5th	Last day of School
June 6th	Graduation Ceremony