

University of California, San Francisco - Office of Career & Professional Development
& City College of San Francisco Biotechnology Program Present:

Workplace Navigation Training

Managing Expectations: Asking for & Obtaining Feedback

Friday, February 17th 4-6pm PT • **Free Interactive Zoom Workshop**

Presenter: James Lewis & Karen Leung, CCSF Bioscience Internship Program

Meeting or exceeding expectations is a defining metric of success in the workplace. There are multitudes of expectations, many of which often go unsaid. How do you clarify what is expected of you and obtain regular actionable feedback so that you can progress steadily towards those expectations? In this session we'll outline tools you can use to define the many expectations inherent in any work situation, assess for gaps in your knowledge and build the language to ask for and obtain the information and feedback you need to succeed.

Workshop participants will come away with tools to:

- Assess what expectations have been made clear, and which still need further clarity.
- Identify gaps in expectations, how you'll be evaluated, assessed and trained.
- Language to obtain expectation clarity and actionable feedback.
- Proactively manage-up to promote actions that support your success.

All Science Community College Students, Alumni & Faculty Welcome
[Register to Attend Today!](#)

Questions? Contact karen.leung@mail.ccsf.edu

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