KEYS TO SUCCESS

EIGHT STEPS TO UNLOCK YOUR POTENTIAL

1. Give yourself a measure of perception - View yourself from another direction: What did you do right? What have I learned from my experience?

2. Be self-confident – Trust in yourself and utilize skills you have gained.

3. Discover your positive support – Surround yourself with positive energy and people.

4. Focus on your accomplishments – Do not bring yourself down about mistakes, learn from them and move forward.

5. Reward yourself – Take time for yourself and keep yourself active in an activity you enjoy.

6. Set Goals – Develop a plan to work towards positive results.

7. Be Flexible – You are only one person and you can only control so much in your life.

8. Follow Through - Work hard towards your goals and achieve keys to success.
HPOP Professional Development Days are designed to assist HPOP students prepare for your Health Care Career. Students will be given opportunities to attend interactive workshops and meet with HPOP Specialists.

Students who participate at a selected date will be awarded HPOP points for each attended workshop. All workshops will count towards the Gateway Journey.

Students may attend individual workshops or participate in the all-day event. You must pre-register with your HPOP Specialist 3 days prior to the date you would like to attend. Lunch will be provided.

Friday June 22, 2012 9:00am-3:00pm Racine, Racine Bldg, Michigan Room
Saturday June 23, 2012 9:00am-3:00pm Burlington Center, Room 100
Friday July 20, 2012 9:00am-3:00pm Elkhorn, South Bldg, Room 112
Saturday August 11, 2012 9:00am-3:00pm Kenosha, Room ACAD 5125

To RSVP contact your HPOP Specialist:

Veylon Days-Kimmons, All Saints/Aurora Hospitals 262.939.6437
Shayla Malone, Kenosha 262.564.2572
Michelle Naverez-Larkin, Burlington/Elkhorn 262.741.8004
Lisa Roberts, Racine 262.619.6442

HPOP workshop topics may include:

- Study Skills for Academic Success
  Developing good academic skills will bring greater academic success. This workshop will focus on various study methods to improve your academic performance.

- Resumes for Health Care Professionals
  Create an effective resume or expand the one you already have. Transform your resume into a powerful marketing tool. This workshop will teach you different formats, content and action verbs used in health-care professions.

- Interview Impressions
  The first impression you make on a potential employer is the most important one. This workshop will provide information about interviewing strategies and professional attire.

- Discovering Your Health Care Pitch
  This hands on workshop will teach you how to deliver a great elevator pitch while networking with health care professionals.

- Cover Letters & More
  A cover letter is a wonderful opportunity to make a connection with the employer. Many job seekers do not realize the importance of a cover letter. This workshop will review cover letter styles and more.

- Multicultural Diversity Development
  This interactive workshop provides attendees with the tools to understand perceptions and stereotypes, communicate effectively across cultural barriers.

- Keys for Health Nutrition
  This workshop will allow you to assess your nutrition and will provide you with tips to manage your nutrition.

To RSVP contact your HPOP Specialist.

Please note: All seats have been reserved for Racine!
<table>
<thead>
<tr>
<th>Tutor Name</th>
<th>Campus</th>
<th>Subjects</th>
<th>Availability</th>
<th>Contact Info</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Ortwein, Michelle</td>
<td>Racine/Kenosha</td>
<td>English, Writing, Reading and Speech</td>
<td>Variable Times</td>
<td>262-632-7218 <a href="mailto:ortweinm@gtc.edu">ortweinm@gtc.edu</a></td>
<td></td>
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<tr>
<td>Reyes, Jose</td>
<td>Racine</td>
<td>Spanish, Math</td>
<td>Variable Times</td>
<td>262-752-0234-home 262-770-8132 cell</td>
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<tr>
<td>Werk, Michelle</td>
<td>Racine/Kenosha</td>
<td>Nursing Math, Care Plans, All Medical Area Subjects</td>
<td>Variable Times</td>
<td>Cell phone 262-939-8606 Home phone 262-639-1183 <a href="mailto:werkm@gtc.edu">werkm@gtc.edu</a></td>
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<tr>
<td>Stank, Rae Ann</td>
<td>Racine/Kenosha</td>
<td>Pharmacology, Health Alterations</td>
<td>Variable Times</td>
<td>262-960-9804 <a href="mailto:ras0064@yahoo.com">ras0064@yahoo.com</a></td>
<td>May be available some Mondays as well</td>
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<tr>
<td>Fischer, Marge</td>
<td>Elkhorn</td>
<td>Basic Math, Algebra, Geometry, Writing Skills</td>
<td>Variable Times</td>
<td>920-723-2166</td>
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<tr>
<td>Engstrom, Sherry</td>
<td>Burlington/Elkhorn</td>
<td>Social Sciences, English, Communication</td>
<td>M, W, F Open Availability</td>
<td><a href="mailto:engstroms@gtc.edu">engstroms@gtc.edu</a> <a href="mailto:kasa84@earthlink.net">kasa84@earthlink.net</a></td>
<td>Will meet at other campuses if needed. Prefer Burlington/Elkhorn</td>
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<tr>
<td>Ryan, Tamara</td>
<td>Burlington/Elkhorn</td>
<td>Gen Eds</td>
<td>Variable Times</td>
<td><a href="mailto:ryant@gtc.edu">ryant@gtc.edu</a></td>
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<tr>
<td>Higgins, Patty</td>
<td>Racine/Kenosha</td>
<td>Gen Eds, Reading, Writing, Communication, Psychology, Sociology</td>
<td>Open Availability</td>
<td>262.770.3066 <a href="mailto:higginsp@gtc.edu">higginsp@gtc.edu</a></td>
<td>FALL 2012 ONLY</td>
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<tr>
<td>Kelley, Dawn</td>
<td>Racine/Kenosha</td>
<td>Math, MS Office, Chemistry, Nursing Math/Dosage Calculations</td>
<td>Variable Times</td>
<td><a href="mailto:kelleyd@gtc.edu">kelleyd@gtc.edu</a> 262-498-9336</td>
<td>Prefer Racine Campus, could do Kenosha on Fridays. May be able to arrange a few hours on T/TH</td>
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<tr>
<td>Fuller, Kristen</td>
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<td>Math, Nursing</td>
<td>Flexible</td>
<td>414-915-5114</td>
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<tr>
<td>Higgins, Aleita</td>
<td>Racine</td>
<td>PC Basics, Word, Excel, PowerPoint, Web pages, Publication, Microcomputers</td>
<td>M, T, F 5:50pm-9:50pm</td>
<td><a href="mailto:higginsa@gtc.edu">higginsa@gtc.edu</a> <a href="mailto:aleitahiggins@yahoo.com">aleitahiggins@yahoo.com</a> 262.308.8789</td>
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<tr>
<td>Buck, Kathea</td>
<td>Kenosha/Racine</td>
<td>Math, Computers</td>
<td>Open Availability</td>
<td>262.764.5183</td>
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<td>Trecroci, Jennifer</td>
<td>Kenosha</td>
<td>General Ed</td>
<td>T, W before 11:00am</td>
<td><a href="mailto:trecroci@gtc.edu">trecroci@gtc.edu</a></td>
<td>FALL 2012 ONLY</td>
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<tr>
<td>Johnson, Dezzarea</td>
<td>Kenosha/Racine</td>
<td>Math, Science, Business</td>
<td>Open Availability</td>
<td>262.620.0382</td>
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<td>McCloskey, Barbara</td>
<td>Kenosha/Racine</td>
<td>Pre-tech Writing</td>
<td>9:00am-4:00pm M-F</td>
<td><a href="mailto:mccloskeyb@gtc.edu">mccloskeyb@gtc.edu</a></td>
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Tutor Qualifications

- Must be enrolled in or have completed related coursework
- Must have a ‘B’ average in related coursework
- Must have an instructor recommendation
- Must have patience and ability to work with students of diverse backgrounds

Application Process

- Submit the following documents to Stacia Thompson (thompsons@gtc.edu)
  - Gateway Application Form
  - Resume (if available)
  - Direct Deposit form
  - W4 Federal
  - W4 Wisconsin or Illinois
  - I-9 w/ appropriate copies
  - Copy of Social Security card
  - Instructor Recommendation & grade average verification (can be done via email)
  - Come in for a short interview and explanation of the tutoring process
  - Upon hire student will receive a letter of employment (LOE) from Gateway
  - Letter of employment must be signed by the student, and college provost before payroll can process any timesheets

Conditions of Employment

- Tutors will earn $12.00 per hour
- Tutors may work up to a maximum of 6 hours per week per student tutored
- Schedules will be approved in advance by the HPOP Director
- Schedules must be submitted on the Tutor Schedule form, signed by the HPOP participant (tutee)
- Tutors will submit a signed Gateway timesheet to document hours worked
For the record, health care now consumes 16 percent of the nation’s economic output, the highest proportion ever. That means more people are needed to track and record health information, people such as graduates of the Gateway Technical College associate degree program in Health Information Technology. Students learn medical terminology, health care delivery systems, and legal aspects of health information, health statistics and coding. They must also complete an externship. The trend is evident and the numbers point to expanding career opportunities with a degree in Health Information Technology from Gateway.

The HIT program is offered in its entirety on the Racine campus during the daytime hours only.

Petition Information

The petition packets will be available on the following websites on the dates listed below:

Racine (Health Information Technology): The last two weeks of February for the upcoming fall semester

Please direct questions to:

Rachel Christman
Counselor
Racine Campus
christmanr@gtc.edu
For appointment: 262-619-6300
Congratulations!

Nursing Assistant Program

Jasheika Abbott
Kimberly Burrow
Megan Clausen
John Caleb
Dakota Davis
Shakyra Ellis
Dominique Lester
Paula Levandowski
Sydney Price
Britney Sullivan
Sharine Taylor
Kira Vocke
Lavoyia Waldrop
Lisa Yakich

Acute CNA
Kirby Jones
Brandy Tillman

Physical Therapist Assistant
Stacy Strickland

LPN
Colette Cascio
Rebecca Kaup

3020 - 30th Avenue
Kenosha, WI 53144

HPOP – Health Profession Opportunity Program

“Nothing is more expensive than a missed opportunity.”
~ H. Jackson Brown Jr.

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