

WORKSHOP DESCRIPTIONS

Career Center Seminar – This 90 minute seminar will introduce you to all of the Career Center programs and resources to assist you with your employment needs.

Career Direction Part I and Part II – Part I (Day 1) of this workshop assists participants in identifying skills, interest, and abilities which contribute to career decision making. It is an interactive workshop that incorporates a variety of resources and tools needed to begin career transition. Part II (Day 2) focuses on interpretation of the assessment as well as labor market research that is relevant to your interests and abilities. **You must be able to attend both sessions.**

Career Decision Making and the Myers Briggs **IN-PERSON REGISTRATION REQUIRED AT LEAST 3-5 DAYS PRIOR TO WORKSHOP** (Approximately 3 ½ hours)

The Myers Briggs workshop has been designed to provide people in career transition with an understanding of personality type and its applications to job search and future employment options. The MBTI is widely used in career development, organizational development, team building, management, leadership training and diversity and multicultural training.

Assessment instrument must be returned to the Front Desk no less than 24 hours prior to the workshop.

Federal Job Search: This 3 hour workshop will go into the details of “How and where to start the job search to work for the Federal Government. It’s a totally different process and procedure to apply for federal jobs compared to private industries. You will learn how to present your KSA, Salary history and give the exact information that will win you a job with the Federal Government.

Interviewing Techniques – This workshop provides the basics of applying and interviewing for a position. It prepares participants to discuss their skills, knowledge areas, abilities and aptitudes. Specific concentration is placed on communicating successfully, reducing nervousness and building confidence through preparation. Many sample interview questions, answers and different situations are reviewed.

Introduction to Personal Computer (PC) – This workshop is designed for clients who do not have basic computer skills. You will learn the basics of PC use including how to turn on and off, components of the system, using a mouse and a keyboard, creating, opening, modifying and saving files. You will also learn about aspects of email.

Introduction to MS Word – This workshop teaches the basics of word processing using Microsoft Word. Participants will be provided a generic resume to modify. Tools reviewed are view, fonts-sizing & color, spacing, copy, cut, paste, insert, borders, justification, bullets, indenting, highlighting, inserting, etc.

LinkedIn & more — Introduction to social networking in general, with emphasis on the business networking site, LinkedIn. Learn how to create your profile and build your network to use this tool to help with your job search. We will touch on Twitter and other social networking sites.

LINKEDIN II (Advanced) — An advanced level workshop for people who are already on LinkedIn but want to learn how to use it more effectively. **Prerequisite: Participants must have a LinkedIn account and a profile with at least career and educational data filled in.**

Mock Interview – Practice can help participants overcome nervousness and receive objective advice on how to improve their presentation. Mock interviewing gives the participants an opportunity to think about how they would answer the questions frequently asked by employers and how they might handle asking the employer questions. Interviews are approximately 30 minutes long and are offered on a one-on-one, first come first served basis. To schedule, please speak with your Job Specialist or other Career Center representative.

Networking Works – Networking (using contacts to find jobs) is the most successful method used by job seekers to obtain good jobs and is even more critical in our current economy. This session will cover the basics of networking including making good contacts, job search telephone techniques, and more. We will also be sharing information on job leads, local companies and successful strategies. Should also look in to **LinkedIn, Twitter & more** workshop.

Resume/Cover Letter – The resume serves as a marketing tool for the job seeker highlighting strengths and accomplishments for an employer. This workshop includes an introduction to the various types of resumes/cover letters and teaches participants how to write a resume that will lead them to an interview. ***This workshop is facilitated by a Certified Professional Resume Writer.*** Attention will be dedicated to organization of the resume (visual impact of the structure, and the use of action verbs). It also shows participants how to present as motivated achievers and highlight their accomplishments.

Resume Critique: This is a one on one session with a counselor to go over the targeted resume. Having a resume and a job description is necessary. Having attended a Resume workshop is a pre-requisite.

Using Age to Your Advantage - Older workers are the fastest growing segment of the US population. By 2012, 40 – 50% of the US workforce will be 55+, yet these experienced people often find it difficult to re enter the workplace following job loss. This workshop has been designed to address some of the challenges that experienced, mature workers face and to present strategies to address these challenges.