WORKSHOP DESCRIPTIONS (revised December 2011)

Career Center Seminar - This seminar will give you an overview of services, resources and options available at the Career Center. After attending the seminar, you will be a registered member of the Career Center that will enable you to take advantage of the services and resources. ***This seminar is approximately 2 hours in length. SEMINARIO DISPONIBLE EN ESPANOL (see other side)***

Career Directions Part I & Part II
Part I This interactive workshop is designed to assist participants in identifying transferrable skills, knowledge, abilities and interests through the use and interpretation of the Holland's Self Directed Search. Job seekers have consistently reported that participation in this workshop has contributed to targeting additional career options and opportunities. **Part II** offers interpretation of the assessment and provides various internet resources for labor market information specific to occupational goals. Participants ***MUST be able to attend both sessions consecutively. Each session is 3 hours in length***

Career Decision Making and the Myers Briggs IN-PERSON REGISTRATION REQUIRED AT LEAST 3-5 DAYS PRIOR TO WORKSHOP
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. ***Approximately 3 ½ hours – Assessment instrument must be returned to the Front Desk no less than 24 hours prior to the workshop.***

Hidden Job Market
This is an in-depth workshop that provides a wide range of techniques for accessing the job market. Each job seeker is asked to discuss current ways they access job leads within their current job search. You are also asked to participate in telephone scripts for "cold calling" and informational interviewing. You should leave the workshop with an action plan for networking and areas to explore for informational interviewing. ***Approximately 3 hours in length***

Interviewing Techniques - This workshop provides the nuts and bolts of interviewing. 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 correct preparation. Many sample interview questions, answers and different situations are reviewed. ***Approximately 3 hours in length***

Introduction to LinkedIn & Social Networking– Learn about creating your profile and building your network. ***Approximately 2 hours in length***

Intro to the Personal Computer - This workshop is offered for customers who do not have basic computer skills. You will learn how to use the mouse, scroll, save, print and access the Internet. ***Approximately 2 hours in length***

Intro to Microsoft Word 2007 & Email – This workshop offers the basic skills needed to create a document in Microsoft Word 2007. You will learn how to cut, paste, center, align, set bullet points, spacing, margins and spell check. A brief overview will also be given on attaching a resume to an email. **Basic computer skills are required**. ***Approximately 3 hours in length***

Job Search on the Internet - This workshop will expand your job search skills using the Internet. ***Approximately 2 hours in length***

Mock Interview -This workshop gives job seekers an opportunity to develop interviewing skills through practice interviewing sessions. 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. Each session is limited to 10 participants. It is recommended that you complete the Interviewing Techniques workshop prior to attending this session. ***Approximately 2.5 hours in length***

Networking Group - Networking (using contacts at companies to find jobs) is the most successful method used by seekers to obtain good jobs. It is even more critical to try Networking now in our current economy. The purpose of the meeting is to learn about networking, making contacts and job search telephone techniques. We share information on job leads, local area companies and successful job search strategies. A Job Developer will facilitate these meetings. ***Approximately 2 hours in length***

New Leaf Workshop - This workshop covers important information for individuals experiencing CORI issues in their job search. Included are strategies and effective tools to overcoming employers concerns, presenting yourself as a strong candidate and preparation for finding a job appropriate for your background. ***Approximately 3 hours in length***

Resume Writing I - The resume serves as a marketing tool for the job seeker highlighting strengths and accomplishments for an employer. This workshop teaches participants the purpose of a resume and how to write one that generates interest in the applicant's capabilities. The presentation includes an introduction to the various types of resumes and teaches participants how to write a resume that will lead them to an interview. ***Approximately 3 hours in length. This workshop is a prerequisite to Resume Writing II.***

Resume Writing II - This workshop is designed for job seekers who have already written their resume but need an additional critique in a group setting. Particular attention will be dedicated to organization of the resume (visual impact of the structure, what to include and what to leave out, and the use of action verbs). Each session is limited to 10 participants. Please bring a copy of your current resume or a recent draft. ***Approximately 3 hours in length. Resume Writing I is a prerequisite to this workshop.***

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 experienced, mature workers often find it difficult to re enter the workplace following job loss. This interactive workshop addresses the challenges and dispels the myths associated with mature workers while offering strategies to achieve successful employment re entry. ***Approximately 3 hours in length***

Late arrivals of 10 minutes or more will not be admitted to a workshop