

WORKSHOP DESCRIPTIONS

Career Center Seminar – An orientation seminar to give 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 these services and resources. ***This seminar is approximately 1½ hours in length.***

Career Decision Making and the Myers Briggs

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. More than three million indicators are administered annually in the United States. ***This workshop is approximately 3 ½ hours in length. Pre-registration at the Front Desk is required.***

Career Directions Part I & Part II

Part I (Day 1) of this *workshop* is designed to assist participants in identifying skills, interests, abilities and values that contribute to career decision making. It is an interactive workshop that makes use of a variety of informational resources and provides tools needed to begin career transitions. Part II (day 2) focuses on interpretation of the assessment instrument, as well as, labor market research that is relevant to your interests and abilities. This workshop is offered twice a month and is one of the formal assessments required for the Career Development Plan. ***This is a two-part workshop – you MUST be able to attend both sessions. Each session is 3 hours in length.***

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. ***This workshop is approximately 3 hours in length.***

Introduction to the Personal Computer

This workshop is offered to customers who do not have basic computer skills. You will learn how to power the PC on and off, use a mouse and access information using disks. Additionally, you will learn how to scroll, open/close files, save, print and access the Internet. You will learn to search for jobs on Jobquest.detma.org where Workforce Central posts current jobs for employers. ***This workshop is approximately 2 hours in length.***

Job Search on the Internet

This workshop will introduce participants to Job Search on the Internet. You will learn how to do basic Internet searches, understand the fundamentals of Internet Explorer and access jobs and labor market information using our comprehensive web site. ***This workshop is approximately 1.5 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 and how they might handle asking the employer questions. Each session is limited to 8 participants. It is recommended that you complete the Interviewing Techniques workshop prior to attending this session. ***This workshop is 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 will also share information on job leads, local area companies and successful job search strategies. A Job Developer will facilitate these meetings. ***The meeting is 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 for successfully completing job applications, how to present yourself as a strong job candidate, occupational options with your CORI, tips on staying motivated and using community resources. Enrollment in this workshop is made through your employment specialist/counselor **only**. ***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. ***This workshop is 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). It also shows participants how to present themselves as motivated achievers and highlights their accomplishments, skills and abilities in a format that meets the needs of the employer. Each session is limited to 8 participants. Please bring a copy of your current resume or a recent draft. ***This workshop is 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 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. ***Approximately 3 hours in length.***