

Employment Readiness Workshop Calendar

August 2017



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 New Client Orientation 9:30am-11am Job Club Wk.1 10am-12pm Basic LinkedIn 1pm – 3:00pm	2 Mastering the Interview Wk. 1 10am – 12:30 pm	3 Resume Development 10am – 12:30 pm New Client Orientation 2:00 – 3:30pm	4 Confidence Building 10am – 12 pm	5
6	7 New Client Orientation 9:30am-11am	8 New Client Orientation 9:30am-11am Job Club Wk.2 10am-12pm Basic LinkedIn 1pm – 3:00pm	9 Mastering the Interview Wk. 2 10am – 12:30 pm Evening Resume Development 6:30-8:30pm	10 StrengthsFinder Assessment 10am – 12 pm New Client Orientation 2:00 – 3:30pm	11 Networking 10am – 12 pm	12
13	14 New Client Orientation 9:30am-11am	15 New Client Orientation 9:30am-11am Job Club Wk.3 10am-12pm	16 Mastering the Interview Wk. 3 10am – 12:30 pm	17 Resume Development 10am – 12:30 pm New Client Orientation 2:00 – 3:30pm	18 StrengthsFinder 9am – 12 pm	19
20	21 New Client Orientation 9:30am-11am	22 New Client Orientation 9:30am-11am Job Club Wk.4 10am-12pm Advanced LinkedIn 1pm – 3:00pm	23 Mastering the Interview Wk. 4 10am – 12:30 pm	24 New Client Orientation 2:00 – 3:30pm	25 Salary Negotiation 10am – 12 pm	26
27	28 New Client Orientation 9:30am-11am Wiping the Slate Clean 10am-12:00pm	29 New Client Orientation 9:30am-11am Achieving the Impossible 10am-12:00pm	30	31 Resume Development 10am – 12:30 pm New Client Orientation 2:00 – 3:30pm		

Resume Development

Participants learn valuable tips on how to write resumes that will stand apart. Interactive exercises help job seekers develop a resume that highlights their individual skills, knowledge, & abilities

Job Club

Addresses the unique issues facing job seekers. Learn lifelong tools needed to discover your skills and effectively market yourself to potential employers

Mastering the Interview

Get hands-on practice for job interviews, participate in taped mock interviews and learn to present yourself as strong candidates

LinkedIn

Create or update your LinkedIn profile and learn how to utilize this powerful networking tool

Pathways to Employment

This workshop series will position you to have a competitive edge and navigate your network to leverage viable job opportunities

WHW

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Monday – Friday 9:00 am to 5:00 pm | Saturday 9:00 am to 1:00 pm

Please call us to sign up for any of our workshops!