

Career Center Workshops/Events for August 2013

Monday	Tuesday	Wednesday	Thursday	Friday
			1) Center Orientation 9:30-10 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m.-12 p.m.	2) Center Orientation 12-12:30 p.m.
5)	6) Center Orientation 9:30-10 a.m. Resumés: Part 1 10-10:30 a.m. Resumés: Part 2 10:30-11:30 a.m.	7) GeorgiaCares Informational Session 9-10 a.m. Center Orientation 9:30-10 a.m. Telephone & Networking Skills 10-10:30 a.m. DCA Homeownership Opportunities 11 a.m.-12 p.m.	8) Center Orientation 9:30-10 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m.-12 p.m.	9) Center Orientation 12-12:30 p.m.
12)	13) Center Orientation 9:30-10 a.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 3-4 p.m.	14) Buying vs. Renting 10-11 a.m. Center Orientation 4-4:30 p.m.	15) Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m. Center Orientation 2:30-3 p.m. Basic Computer Skills 1 3-3:30 p.m. Basic Computer Skills 2 3:30-4:30 p.m.	16) Center Orientation 12-12:30 p.m.
19) Job Corps: Informational Session 12-2:30 p.m.	20) Center Orientation 9:30-10 a.m. Resumés: Part 1 10-10:30 a.m. Resumés: Part 2 10:30-11:30 a.m. Building a Better Resumé: Creating a Winning Advertisement 1:00-2:30 p.m.	21) Center Orientation 9:30-10 a.m. Interview Skills: Part 1 10-11 a.m.	22) Center Orientation 9:30-10 a.m. Basic Computer Skills 1 10-11 a.m. Basic Computer Skills 2 11 a.m.-12 p.m. Successful Interviewing: Making Your Sales Pitch 1:00-2:30 p.m.	23) Center Orientation 12-12:30 p.m.
26)	27) Center Orientation 2-2:30 p.m. Resumés: Part 1 2:30-3 p.m. Resumés: Part 2 3-4 p.m.	28) GeorgiaCares Informational Session 9-10 a.m. Center Orientation 9:30-10 a.m. Dress for Success! 10-11 a.m.	29) Center Orientation 1:30-2 p.m. Basic Computer Skills 1 2-3 p.m. Basic Computer Skills 2 3-4 p.m.	30) Center Orientation 12-12:30 p.m.

CLASS	Resumés: Part 1 <i>**Ask staff for assistance with preparation if needed.</i>
DESCRIPTION	<ul style="list-style-type: none"> ✓ Begin to create a “master resumé” (a listing of all jobs/activities in your work history). ✓ Learn which resumé format works best for you. <i>Please bring work history to the class (all jobs, titles, dates, and descriptions of jobs).</i>
CLASS	Resumés: Part 2 <i>**Must have attended “Resumés: Part 1” or have a master resumé already.</i>
DESCRIPTION	<ul style="list-style-type: none"> ✓ Edit and format your master resumé. ✓ Learn how to target your resumé to specific companies and the importance of keywords. <i>Please bring your master resumé from the “Resumés: Part 1” class.</i>
CLASS	Resumé Critique <i>**By appointment only.</i>
DESCRIPTION	<ul style="list-style-type: none"> ✓ Bring your resumé for a session with one of our certified resumé writers and a red pen! ✓ Learn what your specific resumé needs in order to be put in the “yes pile”.
CLASS	Basic Computer Skills: Part 1
DESCRIPTION	<ul style="list-style-type: none"> ✓ Learn the basic components of a computer (ex: operating mouse/keyboard and understanding basic functions of the desktop). ✓ Introduction and exploration of Microsoft Word and FREE learning website tools such as gcflearnfree.org.
CLASS	Basic Computer Skills: Part 2 <i>**Must have attended Basic Computer Skills: Part 1 first.</i>
DESCRIPTION	<ul style="list-style-type: none"> ✓ Introduction and exploration of the Internet. Create an e-mail account. ✓ Learn how to search for and complete job applications.
CLASS	Interview Skills: Part 1
DESCRIPTION	<ul style="list-style-type: none"> ✓ Learn traditional expectations and how to apply effective interview skills. ✓ Learn behavioral and communication skills to use during your job interviews.
CLASS	Interview Skills: Mock Interviews <i>**By appointment only.</i>
DESCRIPTION	<ul style="list-style-type: none"> ✓ Practice knowledge of interview expectations, including behavioral and communication skills.
CLASS	Telephone & Networking Skills
DESCRIPTION	<ul style="list-style-type: none"> ✓ Learn how to communicate in a positive and effective manner when inquiring about openings. ✓ Learn how to maximize and take advantage of social resources during your job search.
CLASS	Dress for Success!
DESCRIPTION	<ul style="list-style-type: none"> ✓ Learn appropriate dress attire for job searching and interviews. ✓ Receive tips concerning hygiene and appearance to make the most professional impression.
<u>Offered in August only! Sign up is required.</u>	
CLASS	***DCA Homeownership (Offered by Georgia Department of Community Affairs Housing Outreach)
DESCRIPTION	<ul style="list-style-type: none"> ✓ Explore DCA homeownership programs, including first mortgage financing and down payment assistance.
<u>Offered in August only! Sign up is required.</u>	
CLASS	***Building a Better Resumé: Creating a Winning Advertisement (Offered by Pierretta Wingfield of Lowe’s)
DESCRIPTION	<ul style="list-style-type: none"> ✓ Learn basic components and formats (what you should and should not include).
<u>Offered in August only! Sign up is required.</u>	
CLASS	***Successful Interviewing: Making Your Sales Pitch (Offered by Pierretta Wingfield of Lowe’s)
DESCRIPTION	<ul style="list-style-type: none"> ✓ Learn effective ways to sell yourself during an interview including proper attire.
<u>Offered in August only! Sign up is required.</u>	
CLASS	***Job Corps: Informational Session (Offered by US Dept. of Labor Job Corps Program)
DESCRIPTION	<ul style="list-style-type: none"> ✓ Find out about skills training, educational, and placement opportunities for ages 16 through 24.
<u>Offered in August only! Sign up is required.</u>	
CLASS	***Buying vs. Renting: Home Buyer Seminar (Offered by Sandra Houston of Prudential Realty)
DESCRIPTION	<ul style="list-style-type: none"> ✓ Thinking about purchasing a home within the next 12 Months? Learn the process of buying a home.

Learning online?

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