

## WORKSHOP DESCRIPTIONS

**Interviewing & Salary Negotiations:** This workshop provides the nuts and bolts 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 correct preparation. Many sample interview questions, answers and different situations are reviewed. This workshop will also discuss the do's and don'ts of Salary Negotiations, when to talk salary, preparing for negotiations, and a discussion of negotiating tips.

**Resume Writing-** 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 facilitated by a Certified Professional Resume Writer.**

**Introduction to the Personal Computer and Job Search on the Internet-** 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 do basic Internet searches understand the fundamentals of Internet Explorer and access jobs and labor market information using our comprehensive web site. **Basic computer skills are required.**

**Job Search Workshop** - This workshop will provide job seekers with a variety of job readiness skills including topics on: your portfolio, networking strategies, researching companies, applying on-line, want ads, career web sites, job fairs, and temporary employment.

**Training Opportunities Seminar-** This seminar is designed to provide customers with information on various training options. Training is based on program eligibility and funding availability which will be discussed. Customers must contact the career center to sign up for this workshop.

**Education, Financial Aid & Career Counseling with Ed Central-** Information on colleges, universities, vocational/technical schools and careers. Information on financial aid and scholarship searches. Counseling on school selection. Assistance with admissions and financial aid applications, English as a second language, and citizenship preparation

**Career Center Seminar** – This one hour seminar will introduce you to all of the Career Center programs, and resources to assist you with your employment needs.

**Career Directions-** This is a two day workshop, Part I (Day1) assists in identifying job seekers skills, interests, and abilities which contribute to career decision making. It is an interactive workshop that provides informational resources and tools needed to begin career transitions.

Part II (Day2) focuses on interpretation of the assessment instrument; as well as labor market research that is relevant to your interests and abilities. **You must be able to attend both sessions.**

**Intro to Microsoft Word-** Learn basic features of word processing by using Microsoft Word.

**Intro to Microsoft Excel-** Learn basic features of spreadsheet program by using Microsoft Excel. *Pre-requisite- Must have previous experience with Microsoft Word.*

**\*Resume Critique** - 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 10 participants. Please bring a copy of your current resume or a recent draft **\* Resume writing workshop is required prior to attending Resume Critique. This workshop is facilitated by a Certified Professional Resume Writer.**

### **Electronic Applications & E-mail in the Job Search**

Students will register with Mass Job Quest, Learn how to complete an online application and post their resume online. Learn how to add attachments to your E-mail and cut and paste into a text box. Job seekers who do not have E-mail will create an account in Yahoo Mail. **Pre-requisite - Basic computer skills are required.**

### **Career Exploration & Beyond**

This workshop will allow you to conduct a self-assessment, career exploration, training & education requirements, and available grants & scholarships. Participants must have basic computer skills for this workshop.

**New Leaf Program** - Addresses strategies on barriers to employment for ex-offenders

**STEM Careers Orientation-** Overview of career pathways in Science, Technology, Engineering and Math (STEM) Approx. 1.5 hours in length