

Course Descriptions

Resume and Cover Letter Development Workshop

Learn the structure and importance of resumes and cover letters

Interviewing Preparation

Discuss interviewing techniques, preparedness, grooming, how to answer problem questions and more

Soft Skills

On-line assessment to learn more about your interpersonal skills and how to implement them at work

Hyperlinking the Labor Market

Hands on discovery of labor market tools for career planning, wage comparisons, training outcomes, and job search.

Must be internet proficient.

Social Media/Linkedin Profiles

Tips for creating profiles on the professional networking website, with ideas for how to make your profile more attractive to recruiters.

Intro to Computers

Learn the basics of computer operation including proper mouse usage, storing/retrieving files and moving through Windows.

For beginners only

Word

An introductory workshop on word processing including: how to create, open, edit, close and save documents

Excel

An introductory workshop: learn how to create, open, edit, close and save basic formulas in a spreadsheet

Applying Online

Workshop covers downloading, changing file extensions (**PDF, etc**) and other challenges in applying for jobs electronically. Come prepared to complete an on-line application of your choice.

National Career Readiness Certificate

A certificate to help you gain a competitive edge and stand out by demonstrating the skills employers need.