

# JOB / CAREER SUCCESS ORIENTATION SCHEDULE

## Monday

<b>Job Club</b> 9:00 am to 10:30 am	Networking Support Group that offers connecting opportunities with others, while hearing tips, techniques from human resource guest speakers that give advice on how to get hired. Looking for work is a lonely task, but by joining together with peers in your community who understand exactly what you're experiencing -- because they're going through the same thing -- you can plot and plan together to keep one another focused on achieving your Career Goals to find a job
<b>Career Readiness</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Mondays 1:00 pm to 3:00 pm	Attendance, business protocol, communication skills, customer service basics, diversity and positive attitude and motivation. Understanding the academic skills, employability skills and technical skills that employers are looking for.
<b>Job Search Techniques</b> 2 <sup>nd</sup> and 4 <sup>th</sup> Mondays 1:00 pm to 3:00 pm	Understanding the 4 most successful methods of job search today. The Importance of connecting with others and developing a proven system to track your progress. Dealing with unemployment stress and rejection.

## Tuesday

<b>Mandatory Unemployment Orientation (Referral Only)</b> 9:30 am to 11:30 am	Mandatory Unemployment orientation introduces customers to services available and establishes goals, expectations, and a plan for returning to work. *Available by referral invitation only*
<b>TABE (Referral Only)</b> 1:00 pm to 4:00 pm	Test of Adult Basic Education (TABE) assesses the skills and knowledge of adult learners *Available by referral invitation only*

## Wednesday

<b>Unemployment Orientation</b> 9:30 am to 11:30 am	Unemployment Orientation for new unemployment claimants introduces customers to services available and discusses expectations of unemployment benefits.
<b>Resume Writing and Interview Skills</b> 1:00 pm to 3:00 pm	The do's and don'ts of resume creation. Writing a cover letter, understanding the interviewing process and having a great interview.

## Thursday

<b>Workkeys (Referral Only)</b> 8:30 am to 12:00 pm	* Full Workkeys assessment provided by referral invitation only. *
<b>TABE (Referral Only)</b> 1:00 pm to 4:00 pm	Test of Adult Basic Education (TABE) assesses the skills and knowledge of adult learners *Available by referral invitation only*

## Friday

<b>WorkinTexas.com for Beginners &amp; Advanced</b> 8:30 am to 10:30 am	WorkinTexas.com for beginners and advanced users answers: How to utilize WorkinTexas.com, What is my portfolio, What do employers see, How do I update my WorkinTexas.com resume and How to match to positions in Workintexas.com.
<b>Financial Literacy</b> 1 <sup>st</sup> and 3 <sup>rd</sup> Friday 10:30 am to 12:00 pm	Money management, creating a budget, the ins and outs of starting a savings plan, and understanding credit cards and your credit rating, tips and advice.

Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

Relay Texas (800) 735-2989, TDD (800) 735-2988 Voice, TTY (979) 595-2819