|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | |  | Monday |
|  |  |  |  | August 2 |
|  | C:\Users\epeterson\Desktop\Jobs Immage.jpg |  | 9:00 | Pivot to the Positive (I got the job.) |
|  |  | 9:00 | Job Readiness Workshop – Soft Skills (virtual) |
|  |  | 11:00 | Resume Ready |
|  |  | 2:00 | Sharpen Your Interview Skills |
|  |  | 4:00 | How To Answer Difficult Question \*What? I don’t know the answer. |
|  | Tuesday | |  | Wednesday |
|  | August 3 |  |  | August 4 |
| 9:00 | W2, I9, What is that? |  | 9:00 | Mock Interviewing: Practice for In Person and Virtual Interviewing |
| 9:00 | Job Readiness Workshop – Resume Building (virtual) |  | 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |
| 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |  | 10:00 | Walk-in Wednesday Job Fair |
|  |  |  | 10:00 | Centerville Employer Spotlight– SunCoast Resources & Centerville Healthcare |
| 11:00 | Art of Chit Chat-How to Have a Conversation In Person or Virtually |  | 11:00 | What do I wear in person or virtually? |
| 2:00 | Jumping Into Your Job Search (Where do I start?) |  | 2:00 | Before Important Introductions \*Nice to meet you, NOT.  Choices Workforce Orientation for Applicants - virtual |
| 6:00 | Cover letter? Why? |  | 4:00 | Resume Update (Use Your Strengths) |
|  | Thursday | |  | Friday |
|  | August 5 |  |  | August 6 |
| 9:00 | Understanding Unwritten Rules \*I need to know the rules. |  | 9:00 | Tips for Attending Virtual Meetings |
| 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |  | 9:00 | Job Readiness Workshop –Mock Interview (virtual) |
| 10:00 | Facebook Feature |  | 11:00 | Tips and Apps for Working Remotely |
| 11:00 | Self-Awareness \*What do you mean I look mad? |  |  |  |
| 2:00 | Basic Computer Skills Pt 1 and 2 |  |  |  |
| 6:00 | Top 10 Tips for Phone and Virtual Interviewing |  |  |  |
|  | Saturday | |  |  |
|  | August 7 |  |  |  |
| 9:00 | Extreme Customer Service (top skills) |  |  |
| 10:00 | In-Person Hiring Event @ Center for Regional Services |  |  |

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Thursday’ s Facebook Feature will feature an employer that has current openings in a variety of positions they are eager to fill!

**Outreach/Invitation Only Events (Pre-registration required)**

**SNAP Orientation -** This is an invitation only virtual event. **RESEA Orientation** - This is an invitation only virtual event.

**WorkKeys**

These are invitation only events for customers who are working with a Workforce Solutions Career Navigator

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | August 9 |  |  | August 10 |
| 9:00 | No skills? Sure you do! |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Job Readiness Workshop – Soft Skills (virtual) |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
| 11:00 | Taking Initiative-That’s not my job |  | 9:00 | Job Readiness Workshop – Resume Building (virtual) |
| 2:00 | What if I don’t want to hear any feedback? |  | 9:00 | Time Management “I don’t have time for that.” |
| 4:00 | Preparing For A Job Fair-In Person or Online |  | 11:00 | Teamwork In-Person or Virtually |
|  |  |  | 1:30 | SMART Goals ( we all need them) |
|  |  |  | 6:00 | Launching an Online Networking Account |
|  | Wednesday | |  | Thursday |
|  | August 11 |  |  | August 12 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |  | 9:00 | Listening...Wait, did you hear that? |
| 9:00 | 10 Tips for Effective Communication |  | 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |
| 10:00 | Walk-in Wednesday Job Fair |  | 10:00 | Navasota Employer Spotlight– (employer TBD) |
| 10:00 | Madisonville Employer Spotlight – Texas Pride Trailers, Monterrey Mushrooms, Sonic |  | 10:00 | Facebook Feature |
| 11:00 | Preparing for a Panel Interview (virtual) |  | 11:00 | They are not like me: Diversity |
| 2:00 | Being Persistent While Respecting Boundaries  Choices Workforce Orientation for Applicants - virtual |  | 2:00 | Accepting Constructive Criticism |
| 4:00 | Networking Tips for a Changing World |  | 6:00 | Barriers to Job Searching for Older Workers |
|  | Friday | |  | Saturday |
|  | August 13 |  |  | August 14 |
| 9:00 | Job Readiness Workshop –Mock Interview (virtual) |  | 11:00 | I Feel Invisible! Does anyone Care? What Can I Do? |
| 9:00 | \*Completing an Online Job Application |  |  |  |
| 11:00 | Did someone say "FREE" Resources??? |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | August 16 |  |  | August 17 |
| 9:00 | Job Readiness Workshop – Soft Skills (virtual) |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
| 9:00 | Dealing with Emotions While Job Searching |  | 9:00 | Job Readiness Workshop – Resume Building (virtual) |
| 11:00 | Financial Literacy - Understanding Your Money |  | 9:00 | How to Find Remote Work |
|  |  |  | 10:00 | Hearne Employer Spotlight– (employer TBD) |
| 2:00 | Hard to Employ - Do You Feel Like the Odds are Stacked Against You? |  | 11:00 | I just got terminated. Now what? |
| 4:00 | How to Maximize Your Online Learning |  | 2:00 | Keeping Your Skills Sharp. Am I on top of my game? |
|  |  |  | 6:00 | Maintain Motivation in Difficult Times |
|  | Wednesday | |  | Thursday |
|  | August 18 |  |  | August 19 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Managing Stress: Keeping Cool Under Pressure |  | 9:00 | Upskilling for Talented Professionals |
| 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |  | 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |
| 10:00 | Walk-in Wednesday Job Fair |  | 10:00 | Facebook Feature |
| 10:00 | Brenham Employer Spotlight – Brenham State Supported Living Center |  | 11:00 | Pivot to the Positive (I got the job.) |
| 11:00 | I Feel Invisible! Does anyone Care? What Can I Do? |  | 2:00 | Resume Ready |
| 2:00 | Self-Care is Not Selfish  Choices Workforce Orientation for Applicants - virtual |  | 6:00 | Sharpen Your Interview Skills |
| 4:00 | Working Remotely |  |  |  |
|  | Friday | |  | Saturday |
|  | August 20 |  |  | August 21 |
| 9:00 | W2, I9, What is that? |  | 9:00 | How To Answer Difficult Question \*What? I don’t know the answer. |
| 9:00 | Job Readiness Workshop –Mock Interview (virtual) |  |  |  |
| 11:00 | Did someone say "FREE" Resources??? |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | August 23 |  |  | August 24 |
| 11:00 | Cover letter? Why? |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
| 9:00 | Job Readiness Workshop – Soft Skills (virtual) |  | 9:00 | Job Readiness Workshop – Resume Building (virtual) |
| 2:00 | Before Important Introductions \*Nice to meet you, NOT. |  | 9:00 | Tips for Attending Virtual Meetings |
| 4:00 | Resume Update (Use Your Strengths) |  | 2:00 | Tips and Apps for Working Remotely |
|  |  |  | 6:00 | Extreme Customer Service (top skills) |
|  | Wednesday | |  | Thursday |
|  | August 25 |  |  | August 26 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 11:00 | Preparing For A Job Fair-In Person or Online |  | 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |
| 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |  | 9:00 | Launching an Online Networking Account |
| 10:00 | Walk-in Wednesday Job Fair |  | 10:00 | Facebook Feature |
| 10:00 | Caldwell Employer Spotlight– (employer TBD) |  | 2:00 | 10 Tips for Effective Communication |
| 2:00 | No skills? Sure you do!  Choices Workforce Orientation for Applicants - virtual |  | 6:00 | Being Persistent While Respecting Boundaries |
| 4:00 | SMART Goals ( we all need them) |  |  |  |
|  | Friday | |  | Saturday |
|  | August 27 |  |  | August 28 |
| 9:00 | Job Readiness Workshop –Mock Interview (virtual) |  | 11:00 | Accepting Constructive Criticism |
| 11:00 | Networking Tips for a Changing World |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | August 30 |  |  | August 31 |
| 9:00 | Barriers to Job Searching for Older Workers |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
| 9:00 | Job Readiness Workshop – Soft Skills (virtual) |  | 9:00 | Job Readiness Workshop – Resume Building (virtual) |
| 4:00 | Completing an Online Job Application |  | 11:00 | Jumping Into Your Job Search (Where do I start?) |
|  |  |  | 6:00 | I Feel Invisible! Does anyone Care? What Can I Do? |
|  |  |  |  |  |

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**Virtual Webinar Topics and Descriptions**

**Jumping into Your Job Search (where do I start)**

Let us help you get your job search off to an amazing start. We have the skills and the tips to help you succeed.

**Tips for Attending Virtual Meetings**

Do you enjoy attending virtual meetings? Join us to learn tips for attending virtual meetings.

**Sharpen Your Interview Skills**

Let us help get you ready for your next interview. This webinar workshop has lots of great tips

**What if I don’t want to hear any feedback?**

How do you handle feedback? We have all the right responses.

**How to Maximize Your Online Learning**

Learn tips to maximize your online learning. Sign up today.

**Maintain Motivation in Difficult Times**

Join us as we discuss principles of maintaining motivation. Sign up today.

**10 Tips for Effective Communication**

The words we choose are important. Need some tips on how to communicate with your boss or coworkers? This webinar workshop will teach you great tips for communication.

**Resume Ready**

Have you written your resume? Need help? Let us show you how to write a great resume.

**Taking Initiative-That’s not my job**

Learn how to have the right attitude in your new job.

**They are not like me: Diversity in the Workplace**

Let’s talk about how to get along with others who are not like you.

**Before Important Introductions \*Nice to meet you, NOT.**

You only meet someone new once. This workshop will teach you how to make a great first impression.

**Dealing with Emotions While Job Searching**

You may experience many emotions while searching for a job. Learn ways to best manage these feelings.

**Basic Computer Skills Pt 1 and 2**

Looking for a job on the computer can seem overwhelming. Knowing how to navigate through the websites will make the search easier. Join us and learn basic skills to make your job search successful.

**How to Answer Difficult Questions**

Let us teach you how to answer those difficult questions in your next interview.

**Pivot to the Positive (I got the job.)**

Learn how to answer hard questions during interviews. Sign up for this webinar today!

**No skills? Sure you do!**

What is a transferable skill? How can I include transferable skills on my resume or in my interview? This webinar will teach you everything you need to know about transferable skills.

**Financial Literacy - Understanding Your Money**

Come and learn the basics of financial literacy in developing a spending plan, debt management and setting goals for your finances.

**Working Remotely**

Learn the benefits of working remotely, challenges, assessing your readiness, and tips for working remotely.

**Teamwork In-Person or Virtually**

Working in teams is a great way to get things done! However sometimes it can be challenging. This webinar will focus on the value of teamwork.

**Self-Care is Not Selfish**

Learn more about self-care is, the benefits of it, and how to create your own plan. Sign up now.

**Understanding Unwritten Rules: I need to know the rules.**

How do you learn the rules at your new job? Attend this webinar and we will get you ready.

**Time Management: I don’t have time for that.**

Managing time wisely can increase productivity and make your time at work more efficient. Journey with us through the skill of time management

**What do I wear in person or virtually?**

How do you plan your outfit to match the position you are applying for? Do you know what “not to wear”? This webinar will focus on the right outfit.

**Completing an Online Job Application**

Learn tips on completing an online job application. Join us!

**Networking Tips for a Changing World**

What is networking and why is it important to your job search? This webinar will focus on how creating a strong network will improve your opportunity to land a great interview.

**Mock Interviewing: Practice for In Person and Virtual Interviewing**

Do you have an interview coming up? Would you like to practice how to answer those tough questions? Join us and you will have an opportunity to practice your job interviewing skills.

**Top 10 Tips for Phone and Virtual Interviewing**

Are you excited or nervous for your phone interview? Do you know what to expect? We do! We have 10 tips to make sure you handle your phone interview like a pro.

**Managing Stress: Keeping Cool under Pressure**

Learn how to manage stress and stay calm under pressure. Join us.

**W2, I9, What is that?**

Congratulations! You landed the job, so now what? Let us show you how to prepare for that new hire paperwork.

**Keeping Your Skills Sharp – Am I On Top of My Game?**

Learn how to keep your skills sharp during unemployment and building your network. Join us.

**Cover letter? Why?**

Want to write an awesome resume Cover Letter? Need some expert advice? We have just the webinar for you. Get judged by this cover letter and include it with your resume. Join us as we show you how to make that cover letter get noticed!

**Hard to Employ - Do you feel like the odds are stacked against you?**

Join us to learn tips for obtaining employment when you have gaps, little work experience, or you’re a returning citizen. Sign up today.

**Extreme Customer Service (top skills)**

Join us as we discuss what customer service is and how to use this skill.

**Upskilling for Talented Professionals)**

Join us as we discuss the benefits of upskilling, tips, and

developing your own strategy.

**I Just Got Terminated, Now What?**

Join us as we discuss your next steps to get started on your next job search. Sign up now!

**Tips and Apps for Working Remotely**

Learn seven tips for working remotely and ten best apps to increase productivity. Join us!

**How to Find Remote Work**

Learn more about working remotely and how to find a remote job. Join us!

**Preparing for a Panel Interview (virtual)**

What is a panel interview? How do I prepare? This webinar will

answer those questions.

**Art of Chit Chat-How to Have a Conversation In Person or Virtually**

Do you know how to start a small conversation or “chit chat” with new people? This webinar will show you just what to do.

**Preparing For a Job Fair-In Person or Online**

Do you know how to plan for a job fair? Let us show you how to make sure you are more than ready.

**Resume Update (Use Your Strengths)**

Do you have an up-to-date resume that focuses on your strengths? Sign up to learn more and how to update your resume.

**Being Persistent While Respecting Boundaries**

How can you show your interest in a position without crossing boundaries? How can you tell if you are reaching out too much? This webinar will cover all of the tips needed to make sure you respect boundaries while being persistent.

**Did someone say "FREE" Resources???**

Join us to learn more on how to locate low cost and free resources in your community. Sign up today!

**Launching an Online Networking Account**

What does it take to create an awesome online network account? We have all of the right tips.

**Listening...Wait, did you hear that?**

The art of listening. How can I focus on listening to what people are saying?

**Barriers to Job Searching for Older Workers**

You are not alone, technology, navigating the internet and interviewing can be daunting, let's take this journey together and land the job we want!

**Self-Awareness: What do you mean I look mad?**

Do you know how you look to others? Do you appear to be upset or mad? Learn how to pay attention to your facial expressions and actions.

**SMART Goals (we all need them)**

Sharing your goals is an important step in reaching your maximum potential. Let us show you how to share your goals with potential employers.

**Accepting Constructive Criticism**

Learn more about criticism verses constructive criticism. Join us to learn tips on giving and receiving constructive criticism.

**I Feel Invisible! Does anyone Care? What Can I Do?**

You still have a lot to offer, yet you often feel overlooked and invaluable, you love learning and teaching, you used to be the expert in the room, now you're just in the room . . . we will explore how to bring your value to the forefront.

**In-Person Job Readiness Workshop Descriptions**

**Become Certified Work Ready in 2021!**

**Soft Skills**

Learn the skills that most employers are looking for! What to wear? When to show up? On the job etiquette. Conflict Resolution, Time Management, Interpersonal Relations, Effective Communication, Attitude, Work Ethic, and more!

**Interviewing Skills**

Learn to PREPARE yourself before an interview, PRESENT your best during an interview, and CLOSE the interview effectively so you will be hired!

**Resume Building**

Learn the basics about building a resume from start to complete. Receive one-on-one assistance with building the resume that will get you hired!

**Mock Interview**

Here is where we bring all of your job readiness training together! Be prepared to participate in a mock interview, with your resume in hand, and a winning the job attitude on display!