|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | |  | Thursday |
|  |  |  |  | July 1 |
|  | C:\Users\epeterson\Desktop\July.jpg |  | 8:30 | WorkKeys Testing (Pre-Registration) |
|  |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
|  |  | 9:00 | Pivot to the Positive (I got the job.) |
|  |  | 10:00 | Facebook Feature |
|  |  | 11:00 | Resume Ready |
|  |  | 1:00 | Sharpen Your Interview Skills |
|  |  | 5:00 | How To Answer Difficult Questions |
|  | Friday | |  | Saturday |
|  | July 2 |  |  | July 3 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  |  | C:\Users\epeterson\Desktop\4th.jpg |
| 9:00 | Job Readiness Workshop –Mock Interview (virtual) |  |  |
| 9:00 | W2, I9, What is that? |  |  |
| 11:00 | Art of Chit Chat-How to Have a Conversation In Person or Virtually |  |  |

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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 event.

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**WorkKeys**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | July 5 |  |  | July 6 |
|  |  |  | 8:30 | WorkKeys Testing (Pre-Registration) |
|  |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
|  |  | 9:00 | Job Readiness Workshop – Resume Building (virtual) |
|  |  | 9:00 | Jumping Into Your Job Search (Where do I start) |
|  |  | 11:00 | Resume Update (Use Your Strengths) |
|  |  | 1:00 | Cover letter? Why? |
|  |  | 5:00 | Before Important Introductions \*Nice to Meet you, NOT.” |
|  | Wednesday | |  | Thursday |
|  | July 7 |  |  | July 8 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |  | 9:00 | Understanding Unwritten Rules \*I need to know the rules. |
| 9:00 | What do I wear in person or virtually? |  | 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |
| 6:00 | Before Important Introductions \*Nice to meet you, NOT. |  | 10:00 | Facebook Feature |
|  |  |  | 11:00 | Self Awareness \*What do you mean I look mad? |
|  |  |  | 1:00 Keeping Your Skills Sharp (am I on top of my ga | Basic Computer Skills Pt 1 and 2 |
|  |  | | 5:00 | Top 10 Tips for Phone Interviewing or Combine Skype? |
|  | Friday | |  | Saturday |
|  | July 9 |  |  | July 10 |
| 9:00 | Job Readiness Workshop –Mock Interview (virtual) |  | 9:00 | Tips for Attending Virtual Meetings |
| 9:00 | Top 10 Tips for Phone and Virtual Interviewing |  | 11:00 | Self-Awareness “What do you mean I look mad?”\* |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | July 12 |  |  | July 13 |
| 9:00 | Job Readiness Workshop – Soft Skills (virtual) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Extreme Customer Service (top skills) |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
| 11:00 | No skills? Sure you do! |  | 9:00 | Preparing For A Job Fair-In Person or Online |
| 1:00 | Taking Initiative-That’s not my job |  | 11:00 | Time Management- I don’t have time for that. |
| 4:00 | What if I don’t want to hear any feedback? |  | 1:00 | Teamwork In-Person or Virtually |
|  |  |  | 5:00 | SMART Goals (we all need them) |
|  | Wednesday | |  | Thursday |
|  | July 14 |  |  | July 15 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Launching an Online Networking Account |  | 9:00 | Networking Tips for a Changing World |
| 10:00 | Job Fair! |  | 10:00 | Facebook Feature |
| 11:00 | 10 Tips for Effective Communication |  | 11:00 | Listening...Wait, did you hear that? |
| 1:00 | Preparing for a Panel Interview (virtual) |  | 1:00 | They are not like me: Diversity In the Workplace |
| 6:00 | Being Persistent While Respecting Boundaries |  | 5:00 | Why do I have to change? |
|  | Friday | |  | Saturday |
|  | July 16 |  |  | July 17 |
| 9:00 | Accepting Constructive Criticism |  | 9:00 | Completing an Online Job Application |
| 11:00 | Barriers to Job Searching for Older Workers |  | 11:00 | Did someone say "FREE" Resources??? |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | July 19 |  |  | July 20 |
| 9:00 | I Feel Invisible! Does anyone Care? What Can I Do? |  | 9:00 | SNAP Orientation (Appointment Only)  RESEA Orientation (Appointment Only) |
| 9:00 | Job Readiness Workshop – Soft Skills (virtual) |  | 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |
| 11:00 | Dealing with Emotions While Job Searching |  | 9:00 | Hard to Employ - Do You Feel Like the Odds are Stacked Against You? |
| 4:00 | Financial Literacy - Understanding Your Money |  | 11:00 | How to Find Remote Work |
|  |  |  | 1:00 | How to Maximize Your Online Learning |
|  |  |  | 5:00 | I just got terminated, Now what? |
|  | Wednesday | |  | Thursday |
|  | July 21 |  |  | July 22 |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 9:00 | Keeping Your Skills Sharp- Am I on top of my game? |  | 9:00 | Job Readiness Workshop – TBD (Makeup) (virtual) |
| 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |  | 9:00 | Self-Care is Not Selfish |
| 11:00 | Maintain Motivation in Difficult Times |  | 10:00 | Facebook Feature |
| 6:00 | Managing Stress |  | 11:00 | Upskilling for Talented Professionals |
|  |  |  | 1:00 | Working Remotely |
|  |  |  | 5:00 | Pivot to the Positive (I got the job.) |
|  | Friday | |  | Saturday |
|  | July 23 |  |  | July 24 |
| 9:00 | Job Readiness Workshop –Mock Interview (virtual) |  | 9:00 | How To Answer Difficult Question \*What? I don’t know the answer. |
| 9:00 | Resume Update (Use Your Strengths) |  | 11:00 | W2, I9, What is that? |
| 11:00 | Sharpen Your Interview Skills |  |  |  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Monday | |  | Tuesday |
|  | July 26 |  |  | July 27 |
| 9:00 | Art of Chit Chat-How to Have a Conversation In Person or Virtually |  | 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) |
| 11:00 | Jumping Into Your Job Search (Where do I start) |  | 9:00 | What do I wear in person or virtually? |
| 1:00 | Cover letter? Why? |  | 11:00 | Before Important Introductions \*Nice to meet you, NOT. |
| 4:00 | Mock Interviewing: Practice for In Person and Virtual Interviewing |  | 5:00 | Understanding Unwritten Rules \*I need to know the rules. |
|  | Wednesday | |  | Thursday |
|  | July 28 |  |  | July 29 |
|  |  |  | 8:30 | WorkKeys Testing (Pre-Registration) |
| 8:30 | WorkKeys Testing (Pre-Registration) |  | 9:00 | Extreme Customer Service (top skills) |
| 9:00 | Self-Awareness \*What do you mean I look mad? |  | 10:00 | Facebook Feature |
| 9:00 | Job Readiness Workshop – Interviewing Skills (virtual) |  | 11:00 | No skills? Sure you do! |
| 11:00 | Basic Computer Skills Pt 1 and 2 |  | 1:00 | Tips and Apps for Working Remotely |
| 1:00 | Top 10 Tips for Phone Interviewing or Combine Skype? |  | 6:00 | Taking Initiative-That’s not my job |
| 6:00 | Tips for Attending Virtual Meetings |  |  |  |
|  |  |  |  |  |
|  | Friday |  |  | Saturday |
|  | July 30 |  |  | July 31 |
| 9:00 | What if I don’t want to hear any feedback? |  | 9:00 | Time Management I don’t have time for that. |
| 11:00 | Preparing For A Job Fair-In Person or Online |  |  |  |
|  |  |  |  |  |

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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.

**Top 10 Tips for Phone Interviewing or Combine Skype?**

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.

**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.

**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.

**Why do I have to change?**

Is there a reason I should change my ways? How do I learn to accept feedback and make changes?

**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

**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.

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

What is a panel interview? How do I prepare? This webinar will answer those questions.

**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.

**Launching an Online Networking Account**

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

**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.

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

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

**Completing an Online Job Application**

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

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

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

**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.

**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.

**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.

**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.

**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.

**Working Remotely**

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

**Tips and Apps for Working Remotely**

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

**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.

**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.

**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 and include with your resume. Join us as we show you how to make that cover letter get noticed!

**Maintain Motivation in Difficult Times**

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

**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.

**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.

**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.

**Upskilling for Talented Professionals**

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

developing your own strategy.

**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.

**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!

**How to Find Remote Work**

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

**How To Answer Difficult Questions**

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

**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.

**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.

**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!

**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.

**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!