

November 2019 ACCESS/W. Warren One-Stop Service Center

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
4 8-9: 9-10:30: -The Art of Marketing Self -Interview Practice -Computer-Based Learning 10:30-12: -Problem Solving on the Job 12-1: -Job Survival: Building your Portfolio/Professional Development 1-2:30: -Values for the Workplace -GED Preparation 2:30-4: -GED Prep/Remedial	5 8-9: 9-10:30: -Resume Bldg.: Skills Statements -Computer-Based Learning 10:30-12: -Resume Bldg.: Update/Create Resume 12-1: -Cover Letters/Thank You Notes 1-2:30: -Networking: 30-sec. Pitch -GED Preparation 2:30-4: -GED Prep/Remedial	6 8-9: 9-10:30: -Career Interest/Exploration 10:30-12: -WIOA Orientation -CASAS Testing 12-1: 1-2:30: -PATH Orientation 2:30-4: -GED Preparation	7 8-9: 9-10:30: -Computer-Based Learning 10:30-12: -Time Management -Resume Review -Career Interest/Exploration 12-1: -Resume Review 1-2:30: -Manage Your Stressors -GED Preparation 2:30-4: -GED Prep/Remedial	8 8-9: 9-10:30: -Interview: Get Ready -Computer-Based Learning 10:30-12: -Difficult Questions to Answer -Interview Practice 12-1:30: -Filter Off! 1:30-2:30: -Networking: Overview & Using Social Media -GED Preparation 2:30-4: -GED Prep/Remedial
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WORKSHOP OFFERINGS

Effective Communication <i>Letting an employer know that you are an asset, not a liability to a company through your appearance, attendance and attitude</i>	Networking <i>Using interpersonal skills and an online presence to evaluate, build, and maintain a professional network</i>	Resume <i>Professionally introduce your experience and skillset to an employer</i>	Interview Preparation <i>Getting to know an employer and letting an employer get to know you through multiple types of interviews</i>	Job Survival <i>Once you get a job, you want to keep the job to help you reach your goal of obtaining self-sufficiency</i>	Goal Setting <i>Effectively incorporating best practices towards self-sufficiency into daily living in a timely and orderly manner through short/long term goals</i>	Computer Lab	GED/Remedial	ESL
<p>The Art of Marketing Self Effectively selling your employability</p> <p>Problem Solving on the Job Interpersonal skills with internal and external customers</p> <p>Filter Off It's not what you say, it's how you say it!</p>	<p>Overview/Using Social Media Importance of networking; p2p; using LinkedIn, MI Talent Connect, Glassdoor etc.; social media etiquette</p> <p>Your 30-sec Pitch Expanding your professional network by pitching your skillset</p>	<p>Creating Skills Statements Expressing skills effectively verbally and non-verbally</p> <p>Resume Building Creating or updating your resume on the computer</p> <p>Cover Letters & Thank You Notes They are still relevant...</p> <p>Resume/Cover Letter Review Is your resume ready? Or does it need improving?</p>	<p>Getting Ready Dressing for success/overall appearance; research – job opening, company, personal needs</p> <p>Common, Improper, Difficult Questions Strengthen effective answers to difficult interview questions</p> <p>Interview Practice Sharpen your responses to common interview questions</p>	<p>Values for the Workplace Discuss personal and business ethics: whistleblowers, team-player, what is acceptable and unacceptable</p> <p>Building your Portfolio/ Professional Development Discuss the importance of Showcasing the fruits of your work experience and keeping skills sharp and stay updated in your industry</p>	<p>Career Interest/ Exploration What career industry are you best qualified for? Explore the what, where, why, and how of various industries of interest</p> <p>Time Management Introduction to goal setting; Balancing life while reaching goals for self-sufficiency.</p> <p>Manage Your Stressors Prioritizing daily activities to help alleviate the negative effects associated with stress</p>	<p>Microsoft Office Gain proficiency in MS Word, Excel, etc.</p> <p>Resume creation/update Instructor led</p> <p>Career interest/exploration Instructor led</p> <p>CASAS testing Instructor proctor</p>	<p>GED Preparation Basic skills needed in social studies, math, RLA, and science for the GED test</p> <p>Remedial Remedial instruction in reading and math for employer assessment, CASAS score improvement, auto/skilled trade industry assessments</p>	

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