

Workshop Calendar April 2010

<p>Monday April 5th, 12th, 19th, 26th</p>	<p>Tuesday April 6th, 13th, 20th, 27th</p>	<p>Wednesday April 7th, 14th, 21st, 28th</p>	<p>Thursday April 1st, 8th, 15th, 22nd, 29th</p>	<p>Friday April 2nd, 9th, 16th, 23rd, 30th</p>
<p><u>Staples Center</u> Job Club/WorkInTexas (To Include the Topics of the Week) 9:00 am—12:00 pm</p> <p>Resume I & II 1:00 pm—4:00 pm</p> <p><u>Sunrise Mall Center</u> Job Club/WorkInTexas (Includes Job Search Techniques & Job Application Tips & Success in the Workplace) 9:00 am—11:00 am</p> <p>Interview Skills (Techniques & Mock Interviews) 1:00 pm—3:00 pm</p>	<p><u>Sunrise Mall Center</u> Resume I (Learn How to Sell Yourself on Paper) 9:00 am—10:30 am</p> <p>Resume II (Creating a Professional-Looking Resume on Microsoft Word) 1:00 pm—4:00 pm</p>  	<p><u>Staples Center</u> Job Search Techniques and Job Applications 9:00 am—12:00 pm</p> <p>Rebranding Skills 1:00 pm—4:00 pm (7th, 21st)</p> <p><u>Sunrise Mall Center</u> Rebranding Skills 9:00 am—12:00 pm (14th, 28th)</p> <p>Come in and learn how to professionally market yourself by attending our Rebranding Skills Workshop !!</p>	<p><u>Staples Center</u> Interviewing Tips/Success in the Workplace (Mock Interviews) 9:30 am—12:30 pm</p> 	<p><u>Staples Center</u> Computer Basics 9:30 am—11:30 am</p> <p>Center Orientation 8:30 am—9:00 am (2nd, 16th, 30th)</p> <p><u>Sunrise Mall Center</u> Introduction to Microsoft Word 2007 1:00 pm—2:00pm</p> 



Workshops Available At No Cost

Estimated Value up to \$250

Staples Center 520 N. Staples, 1.888.860.5627 or 1.361.882.7491
Lindsey Bailey • Lindsey.bailey@twc.state.tx.us
Sunrise Mall 5858 SPID Suite #1, 1.888.860.5627 or 1.361.882.7491
Gene Vargas • gene.vargas@coastalworksource.com

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

WORKSHOP DESCRIPTIONS

GETTING A JOB

RESUME Part 1

The goal of this workshop is to assist you in developing an effective Resume that will impress employers. You will receive instructions on how to effectively present your Resume to employers.

RESUME Part 2

Pre-requisite for this workshop is RESUME PART 1. You will type your resume on Microsoft Word and receive assistance in formatting the resume for a professional look.

JOB APPLICATION TIPS

The goal of this workshop is to assist you in completing a Job Application with all the necessary information required. In addition, you will learn what impresses employers when going through the application process.

JOB CLUB

Are you having trouble in finding employment? Not sure what is going wrong with your job search? Come to our Job Club and get new fresh ideas to use in your job search.

WORKINTEXAS WORKSHOP

Not matching in WorkInTexas with job postings? Need to improve your application? Come to our WorkInTexas Workshop for assistance in completing or enhancing your application.

JOB SEARCH TECHNIQUES

Here's your chance to learn new Job Search Techniques. You will be given instructions on how to increase your chances in finding employment. Learn about the hidden job market.

INTERVIEWING TIPS

The goal of this workshop is to prepare you for the interview. You will learn how to answer most frequently asked questions.

MOCK INTERVIEWS

Would you like to practice interviewing prior to going to an employer? We will provide you with a Mock Interview & give you advice on improving your presentation. Please call to set up your interview appointment with Facilitator.

REBRANDING SKILLS

This workshop is designed for Coastal Bend residents who have been recently unemployed as a result of economic conditions. Let us show you how to repackage and market your skills to find a good job in a high-growth local industry.

KEEPING A JOB

SUCCESS IN THE WORKPLACE

Do you have good work skills and what are they? We will help you identify what they are and how to improve them. Would you like to improve your Communication Skills? Come and learn how. Learn the difference of communications at home -vs.- at work. You just got hired so what's next? Come and learn what to expect on the first day. Also learn what it takes to keep your job and what to do to move forward in your new job.

KEYBOARDING

Would you like to learn to type or perhaps refresh your typing skills? Come use the "Prove It" and the "Mavis Beacon Typing Tutor" program in a quiet setting.

COMPUTER BASICS

This workshop is designed for the individual who has little to no experience or knowledge of operating a Personal Computer. You will learn Basic Windows, Basic Microsoft Word, and how to access the Internet to search for job related sites.

ORIENTATIONS

Center Orientation

Be informed of how we can assist you, by attending the Center Orientation. Fax Machines, Telephones, Internet, Copiers, Labor Market Information, Resume Assistance, Interview Preparation Assistance, Application Assistance, Work In Texas.com, Job Search Assistance, Assistance in Filing Unemployment Appeals, Referral to Community Resources and Workshops.

www.coastalworksource.com