



# Workshop Calendar March 2010

<b>Monday</b> <b>March 1st, 8th,</b> <b>15th, 22nd, 29th</b>	<b>Tuesday</b> <b>March 2nd, 9th,</b> <b>16th, 23rd, 30th</b>	<b>Wednesday</b> <b>March 3rd, 10th,</b> <b>17th, 24th, 31st</b>	<b>Thursday</b> <b>March 4th,</b> <b>11th, 18th, 25th</b>	<b>Friday</b> <b>March 5th,</b> <b>12th, 19th, 26th</b>
<p><b><u>Sunrise Mall Center</u></b>            Job Club/Work In Texas            (Includes Job Search            Techniques, &amp; Job            Application Tips &amp; Suc-            cess in the Workplace)            9:00 am—11:00 am            Interview Skills            (Techniques &amp; Mock Inter-            views)            1:00 pm—3:00 pm</p> <p><b><u>Staples Center</u></b>            Job Club/Work In Texas            (Includes Job Search            Techniques, Job            Applications &amp; Success in            the Workplace)            1:00 pm—4:00 pm</p>	<p><b><u>Sunrise Mall Center</u></b>            Resume I (Learn How to            Sell Yourself On Paper)            9:00 am—10:30 am</p> <p>Resume II (Creating a            Professional Looking Re-            sume on Microsoft Word)            1:00 pm—4:00 pm</p> 	<p><b><u>Sunrise Mall Center</u></b>            Rebranding Skills            “The New You”            9:00 am—12:00 pm            (10th, 17th, 31st)</p> <p><b><u>Staples Center</u></b>            Rebranding Skills            1:00 pm—4:00 pm            (3rd, 24th)</p> <p>Come in and learn how            to professionally            market yourself by            attending our            Rebranding Skills            Workshop !!</p>	 	<p><b><u>Sunrise Mall Center</u></b>            Introduction to Microsoft            Word 2007            1:00 pm—2:00pm</p> <p><b><u>Staples Center</u></b>            Computer Basics            Interviewing Tips            Mock Interviews            9:00-12:00 pm            Resume I&amp;II            1:00—4:00 pm</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 [baileylic@twc.state.tx.us](mailto:baileylic@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](mailto:gene.vargas@coastalworksource.com)**

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

## 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.