

## Workshop Series

Walk-Ins Are Welcome! No Registration Required!

<b>Orientation to Reemployment</b>
"It's all about me!" Connections, Job, Success, Money. Learn to find information and resources that ultimately lead you to your next job.
<b>★ Skills and Abilities</b>
Increase self-awareness. Pro-actively identify and match skills for jobs you are qualified for. Effectively communicate the "Tell Me About Yourself" to be competitive in today's job market.
<b>★ Job Search Strategies</b>
Learn to be a detective! Discover ways to find job openings, including networking and the latest technologies.
<b>★ Application Workshop</b>
Are you getting the results you want? Learn how to have your application stand out above the rest and achieve more interviews.
<b>★ Résumés &amp; Cover Letters</b>
Know your story and tell it well, starting with your résumé. Create a positive and lasting impression with potential employers. Step-by-step process for beginning or updating an effective targeted résumé and cover letter. <i>(Suggestion: Take Skills &amp; Abilities first)</i>
<b>Open Résumé Lab</b>
Have a workable résumé or completed the Résumés & Cover Letter Workshop. Assisted résumé guidance and targeting in our computer lab. <i>(Suggestion: Bring a flash drive or disk to save your work)</i>
<b>★ Interviewing Techniques</b>
More people fear public speaking than death. If this is you, or your interviews are not landing the job, then this workshop is for you! <ul style="list-style-type: none"> <li>• Prepare effective, impressive answers to tough and frequently asked questions</li> <li>• How to think like the employer, sell yourself and get the job</li> </ul> <i>(Suggestion: Take Skills &amp; Abilities first &amp; please dress for an interview)</i>
<b>★ Indicates classes that count as a valid job contact for Unemployment Insurance Job Search.</b>
You may count the class only <u>ONE</u> time.

### Job Search Opportunities:

Job leads, resources and support for job seekers. Use the WorkSource Resource Room to stay focused on your job search activities.

### On-Line Training:

**KeyTrain** - Self-paced instruction, pre-and post-assessments to help practice and demonstrate the skills needed to succeed in jobs and desired careers. Contact Resource Assistant for access.

**Microsoft e-learning** – More than 1,000 different online lessons free. Learn Word, Excel, PowerPoint, Outlook & other Microsoft programs.

### Career Assessment:

**Available from any internet connection**

**JobFit** - A comprehensive profile of your strengths and preferred work environment. JobFit matches you to careers you would enjoy (allow for 1.5 to 2 hours). To get started, type [www.jobfit.com/swwdc](http://www.jobfit.com/swwdc) in the internet address bar.

**O\*Net** – Nation's primary source of occupational information. This is an interactive application for exploring and searching occupations. Contains Career Exploration Tools, a set of valuable assessments to find or change careers.

### Enrichment:

**SkillSoft** - Gain some new computer software skills with this great program and get certificates at the completion of each course! Orientation every Wednesday 1pm - 4pm @ WorkSource Room 2 No preregistration required. Call Bill (360) 501-8349 for details.

### Division of Vocational Rehabilitation:

If you have a disability that makes it difficult for you to get or keep a job, and you want to work, DVR can help. Call Catherine (360) 501-2499 for details.

### Job Corps Orientation:

At Job Corps, students (ages 16 – 24 yrs) enroll to learn a trade, earn a high school diploma or GED and get help finding a good job. Orientation 2<sup>nd</sup> & 4<sup>th</sup> Thursdays of each month 11am - 12pm. Call Nancy (360) 906-1613 for details.

For more information about WorkSource Services please call (360) 577-2250 or visit our website at [www.go2worksource.com](http://www.go2worksource.com)

WorkSource is an equal opportunity employer and provider of employment & training services. Auxiliary aids & services are available upon request to persons with disabilities. For deaf or hard of hearing call Washington Relay services @ 711.