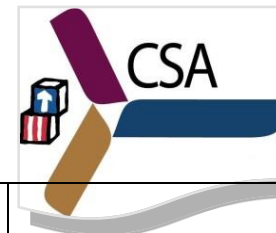




December

2018

COMMUNITY SERVICES AGENCY WORKFORCE WORKSHOPS

Office Hours: Monday – Friday 8:00 am – 4:00 pm



<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 Office Closed 	25 Office Closed 	26	27	28
31		<i>INFORMATION AND DESCRIPTION OF WORKSHOPS OFFERED, PAGE 2</i>		

JOB SEARCH AND INTERVIEWING SKILLS...

- ◆ *Tools and tips for finding jobs, applying and completing the employment application, including:*

**Social Media - Personal Contacts
Required Personal Information**

- ◆ *Evaluate workplace and job readiness skills:*

**Attitude - Communication - Planning
Organizing - Professionalism**

- ◆ *Explore and review various interview styles.*

- ◆ *What to bring to the interview.*

- ◆ *What to wear for the interview.*

- ◆ *How to answer difficult questions and avoid common mistakes.*

- ◆ *How to stand out in the interview.*

VISION BOARD...

- ◆ *Explore techniques to develop short-term and long-term professional, educational, and personal goals.*

- ◆ *Get from impossible to possible – visualize the end game.*

WORK SMARTER...

◆ ETIQUETTE

- ◆ *Review expectations in the workplace, including:*

**Attendance - Dress Code - Phone Manners
Personal Space - Gossip**

◆ WORKPLACE BEHAVIOR

- ◆ *Discuss professional behavior as it relates to body language, getting along with coworkers, complaining, listening skills, and sharing personal information.*

◆ CONFLICT RESOLUTION

- ◆ *Identifying and dealing with conflict in the workplace, including:*

**Communication - Personality Differences
Generational Gaps**

CAREER EXPLORATION...

- ◆ *Explore and better understand career paths, job duties, wage scales, and employment opportunities.*

- ◆ *Identify your skills.*

- ◆ *Know the importance of having a Resume and Cover Letter.*

MOCK INTERVIEWS...

Customized and simulated interviews tailored to individual customers, enabling them to “practice” their responses and prepare for the real interview.

EMPLOYABILITY ASSESSMENTS...

Evaluate workplace and job readiness skills to determine strength and weaknesses in attitude, communication, critical thinking, teamwork, interpersonal and social skills, professionalism, and media rules.

FINANCIAL EMPOWERMENT...

Budgeting - Banking - Savings - Investments - Credit and Loans

Review the importance of preparing a budget and sticking to it.

How Banking services and investment accounts can assist in providing financial stability.

Key concepts related to credit use, credit scores, and types of credit, and how it all can relate to debt.

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