



2014 Employability Workshop Sessions

WORKSHOP TITLE	CONTENT
JOB SEARCH STRATEGIES	The purpose of this workshop is to provide an overview of useful job seeking information; templates for resumes and cover letters, links to web-based resources, no cost training opportunities, and employment websites
CAREER ASSESSMENT	Job seekers will utilize online assessments, and job descriptions to best determine their career path.
SELF-ASSESSMENT	The purpose of this workshop is to help job seekers conduct a self-inventory of skills, experience, education, work performance, abilities and values as they relate to the job market.
CAREER EXPLORATION	Explore their career interests by networking directly with local employers.
RESUME & COVER LETTER WRITING	Learn how to best market your transferrable skills and speak directly to employer needs.
INTERVIEWING TECHNIQUES	This workshop will discuss the dos and don'ts of interviewing; various interviewing formats and useful techniques.
CUSTOMER SERVICE TRAINING	Customer Service is in high demand and short supply.
STRESS/TIME MANAGEMENT	Tips and tools on how to positively deal with time and stress management as it pertains to life on and off a jobsite. This will include how to practice effective organization and understanding the relationships between jobs, family life, and leisure activities.
CONFLICT RESOLUTION/COMMUNICATION	The purpose of this workshop is to better understand your conflict resolution style and how to effectively communicate in the workplace.