Oct 2017 Job Club FREE Workshop Descriptions

WORKSHOPS:

Weds, Oct 4th – Linked In Training with Leilani Quiray 1:00 - 3:00pm
• Hands on learning designed to increase your understanding of this important online tool
• Discover good ways to promote yourself, including additions to your resume or interview prep

Thurs, Oct 5th – Financial Security with Capstone Partners 1:00 - 3:00pm
• Get advice from the pros about stretching your money when living paycheck to paycheck
• Discover best practices in credit restoration, as well as qualifying for loans from the bank

Tues, Oct 10th – Get that Job! with Myma Capsuto 9:30 - 11:30am
• Understand your inner beliefs, which shape performance at interviews & in job searches
• Learn communication styles which work best; know the right questions for potential employers

Tues, Oct 10th – Art of the Interview with Al Spector 1:00 - 3:00pm
• Discover better ways to present yourself in a light which attracts the interviewer
• Gain insight into commonly used interview questions to prepare ahead of time

Thurs, Oct 12th – Computer Basics 101 w/ Jack McCartney 9:30 - 11:30am
• Learn about the basic parts and functions of the computer, inside and out
• Understand how to use email, internet, and Gmail for work or personal use

Thurs, Oct 19th – Job Retention Strategies with Gary Simler 1:00 - 3:00pm
• What to focus on for success during your first days on the new job
• How to impress the employer both before and after the hiring process

Tues, Oct 31st – How to Shine at Recruiting Events with Beckman staff 9:30 - 11:00am
• Find ways to stand out from the crowd during hiring events and job fairs
• Learn tips and tricks to making your online assessment more professional

SOFT SKILLS:

Tues, Oct 24th – Workability: Understanding expectations of employees in the workplace 9:30 - 11:00am

Weds, Oct 25th – Adaptability: Being flexible and fitting into a new work environment 1:00 - 3:00pm

Thurs, Oct 26th – Dependability: Maximizing your time and being counted on at work 9:30 - 11:30am

ALL WORKSHOPS WILL BE HELD AT OUR MAIN OFFICE LOCATION:
1851 Kettering St, Irvine CA 92614 714.210.2460

To RSVP for any workshop, please email jackm@workingwardrobes.org