

NOVEMBER 2017

AMERICAN JOB CENTER @ MORRISTOWN WORKSHOP COURSE DESCRIPTIONS

AMERICAN JOB CENTER ORIENTATION

Staff assisted point of contact for customers to learn about career center programs, services and the resource room computers. A time for customers to complete pre-referral or initial paperwork associated to desired program service.

COMPUTER LITERACY – Individual Workshops

HANDS ON BASIC COMPUTER USAGE & MOUSE TRAINING – Direct staff assistance in basic introduction to computer usage and mouse applications.

EMAIL BASICS – Learn how to email, navigate options and additional features.

BASIC INTERNET USAGE & SAFETY – Learn how to use Internet browser options, understand website terminology, and surfing to safely avoid unsolicited sales calls through pop-ups, recognize online scams and unsafe websites.

BASIC ELECTRONIC WORD PROCESSING & COMPUTER TERMINOLOGY– Learn about basic word processing, computer symbols, terms, options and their applications.

ELECTRONIC SPREADSHEET – An introduction to computer-generated spreadsheets.

ELECTRONIC SLIDE PRESENTATIONS – An introduction to computer-generated presentation slides.

SECOND CHANCE JOB READINESS

Specific information targeted to assisting those with criminal records to network properly, begin a more productive job search and to prepare for a successful entry in to the workforce.

JOB READINESS SERIES – All topics covered during session

WORKSHOP I *Preparing For Work* **

Job Search – Learn how to start or update your job search using current trends and techniques.

Resume & Cover Letter – Develop a winning resume and cover letter that gets noticed by 21st century employers.

Impressive Applications – Learn how to complete both online and paper employment applications that gets you to the next level: **The Interview**.

Interviewing Techniques – Impress a potential employer by learning the proper interview techniques and how the use of “action” words will make a difference in your interview presentation.

WORKSHOP II *Hire “Me”: Self – Marketing & E – Branding*

Employers & Online Recruiting – Understand how online recruiting has changed today’s hiring process and how employers use it to find the best job candidates.

Online Self – Marketing Tools – Learn to use career and job search oriented websites to

self-promote your skills and experience with a 21st century competitive edge in today’s challenging labor market.

E – Portfolio Development & Online Branding – Learn how to manage and build your career with a personal online and offline brand that lasts a lifetime.

WORKSHOP III *Notice “Me”: Job Success Skills*

Interpersonal Skills – Learn how attitudes and behaviors affect getting, keeping and being successful in today’s workplace.

Business Etiquette & Self-Management Tools – Learn to recognize accountable and responsible characteristics that employers are seeking and expect in their employees in today’s competitive job market.

Team Work & Office Culture – Discover the vital functions of being a team player within an organization and how each team member can impact positively and negatively production and performance.

WORKSHOP IV *“Left Behind?” Making a Career Makeover or Transition*

Today’s Workforce Challenges & Opportunities – Understand the changes of today’s workforce and how to navigate those challenges to create profitable opportunities for yourself and potential employers.

Workplace Value Perspectives & Employer Benefits – Discover how your work ethics and employer expectations create a winning equation for total workplace success.

Generational Communication Techniques – Learn how communication across multiple generations is impacting the workplace today and for the future.

EMPLOYMENT/CAREER DECISION MAKING SERIES– All topics covered during session

RETURNING TO SCHOOL FOR THE ADULT LEARNER – Learn about teacher/professor expectations and student rights/responsibilities to help create a positive learning environment

QUICK REFERENCE STUDY TIPS – Interactive workshop on prioritizing and outlining the best methods for studying effectively and productively.

WHAT’S NEXT? AFTER TRAINING/GRADUATION – All topics covered during session

Careers for The 21st Century – Learn about current labor market trends and today’s employment and occupational opportunities.

Personal Career Mapping Evaluation – Exploring your personal/career options.

Strategic Career Planning Techniques – Learn to prioritize your personal/career options strategically to create a career plan that works.

MOCK INTERVIEWING

Individualized session tailored to different interviewing styles that meet the education, experience levels and the employer qualifications necessary to ace his or hers next interview.

CAREER COACHING & GUIDANCE

Individualized sessions for customers to acquire information about careers and the world of work to make an informed decision on a career path and to complete an instructor-led process of identifying and targeting their knowledge, skills, abilities and applying them to their career interests.

The Center for Workforce Development at Walters State Community College is the administrative entity for the WIOA program, which is funded under an agreement with the Tennessee Department of Labor and Workforce Development. Walters State, the Tennessee Department of Labor and Workforce Development, the American Job Center and Partnering Agencies are equal opportunity employers and providers of employment and training services. These entities do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation or gender identity, disability, age, political affiliation or belief. Auxiliary aids and services are available upon request to persons with disabilities.