

# MARCH 2018

## 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 21<sup>st</sup> 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 21<sup>st</sup> 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.

### 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.

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