

# JUNE 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.

## **ADDITIONAL WORKSHOPS AVAILABLE**

Offer a wide variety of other workshops that can be **scheduled by appointment** which includes Employment & Career Decision Making, Basic and Advanced Job Preparation, Career Advancement Series, Financial Literacy, Employability Skills and the Train the Trainer Preparation Series for Resume Critiques and Development, Facilitating Interviews and Group Activities or Workshops.