



February 2019

Washington County CareerForce

Held at Woodbury, Cottage Grove, and Forest Lake locations
 Register on line at: <https://www.careerforcemn.com/events>

Cancellations or additional questions call 651.275.8646

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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4 Résumé Revamp 9:00 – 12:00 Forest Lake LinkedIn for Job Search 1:00 – 3:00 Forest Lake	5 Career Exploration Day 1 9:00 – 1:00 Woodbury	6	7 Career Exploration Day 2 9:00 – 1:00 Woodbury	8 Research 9:00 – 1:00 Woodbury
11 Life Reinvented (Part I & Part II) 9:00 – 3:30 Forest Lake	12 Marketing Beyond the Résumé 9:00 – 12:00 Woodbury	13 Résumés That Open The Door To Opportunity 9:00 – 4:00 Woodbury		15 Using MS OneNote Effectively 9:00 - 12:00 Woodbury
18 Closed Presidents Day 	19 Emotional Intelligence 9:00 – 12:00 Woodbury	20 Networking Connections 9:00 – 12:00 Woodbury	21 LinkedIn! Strategies 9:00 – 4:00 Woodbury	22
25 Résumé Revamp 9:00 – 12:00 Forest Lake Interviewing Skills 1:00 – 3:30 Forest Lake	26 From Interview To Job Offer 9:00 – 4:00 Woodbury	27 Work S.M.A.R.T. 9:00 – 12:00 Woodbury	28	

Washington County Website: www.co.washington.mn.us/1980/Workshops

“A dream becomes a goal when action is taken toward its achievement.”--Bo Bennett

Washington County Employment and Training Services

Looking Forward to Finding Your Next Opportunity!

What is Your Next Step?

Preferred Workshop Order for Job Search Success!

1. Managing Change**

How we deal with being in between jobs has a major impact on finding a new job. Come learn how to manage and persevere in challenging times.

2. Career Exploration, Part 1 & 2

Please schedule your time to be present for the complete series. This course uses occupational and personal evaluations to point individuals in the right direction for managing their careers. Includes skill, values assessment and information on training courses! This workshop includes the Strong Interest Inventory and the Myers-Briggs Type Indicator.

Basic computer skills needed for this class.

3. Research*

In this Workshop learn how to identify which jobs, salaries and companies fit you best as you progress in your career. A key component of an effective job search is the right kind of research. Don't miss out on your opportunity to learn everything you need to know to get the best job for you right now.

4. Work S.M.A.R.T **

Create, implement and manage a successful plan to get back to work. We will examine and apply time management principles for your job search in today's market. Participants will learn strategies and develop S.M.A.R.T goals to maintain balance and quality of life.

5. Emotional Intelligence**

Emotional Intelligence (EQ) is an incredibly important set of abilities that determines how we perceive ourselves, interact with others, find success in our careers, and attain happiness. In this workshop, learn how to increase your EQ for success in your job search and career.

Job Search is sort of like being on a roller coaster and the WorkForce Center is the seat belt; it helps you feel a little more secure on a really scary ride!!!

— Lisa N., WFC Customer

6. Résumés That Open The Door To Opportunities*

Targeted resumes are the best way to open the door to your next opportunity. Come learn how to create a targeted resume that gets results. Bring an electronic copy of your resume, a job description, and a flash drive to class since we will have time to practice targeting a resume to a job.

7. Marketing Beyond the Résumé

Learn how additional tools go beyond the resume to impress your network and employers. Participants will start creating several marketing tools like cover letters, thank you notes, “One Page Marketing Plans” and portfolios.

8. Networking Connections

Networking is a critical skill in your job search success, but finding the time and confidence to make it happen is not always easy. This workshop is designed to teach you the value of networking as well as give you tips, tricks, and suggestions to increase your comfort level.

9. LinkedIn! Strategies*

Learn strategies using LinkedIn to expand your job search. Review profile criteria, learn how to make networking connections, research companies and find great opportunities!

10. From Interview To Job Offer

Learn the secrets of successful interviewing. This Workshop will provide information on how to make a great impression from the moment you get the phone call to negotiating a job offer. Mock interviewing and videotaping is available during the session.

*Bring a personal laptop if you have one to work on during the above workshops.

Basic computer skills are also required.

Stand Alone Workshops

Creative Job Search

This class covers the basics of a successful job search. Learn how to prepare for the job search; course covers topics like résumé basics, networking, and best practices for interviewing.

Résumé Revamp

Your resume can either be a ticket or a roadblock to your career success. Make your resume communicate your skills and experience in a way that gets you noticed. Bring your resume and a job description with to the workshop.

Interviewing Skills

In this workshop we will discuss the top 25 questions you could be asked in an interview. Participants will choose 3 of the 25 questions to script answers to and partake in a mock interview to practice them.

New Leaf Creative Job Search for Offenders/Former Offenders**

This class combines Creative Job Search with special strategies for addressing and overcoming barriers to employment, specifically those who must address a criminal record.

Financial Literacy Education**

Information on how to develop a budget, repair credit and increase assets. Discussion topics include: budgeting, saving, credit and credit history.

What's Age Got To Do With It?*

Use age to your advantage! Look forward to your next opportunity. Discover techniques for marketing your expertise and better understand your competition. Explore new job search strategies and resources for the experienced job seeker.

Life Reinvented, Part I & Part II

Life Reinvented is a vision, a methodology. Rediscover what truly matters and focus on what you want to do. Part I of this workshop will introduce you to the 6 practices of change. Reflect, connect, explore, choose, repack, and act. Part II will go more into exploring and choosing what comes next through the use of skills and career assessments.

**Workshops offered every other month.

