



# September 2020



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

Questions call 651.275.8665

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3 Managing Change Online 9:30 – 11:00	4
7 CLOSED LABOR DAY 	8	9	10 LinkedIn! Basics Online 9:30 – 11:00	11 LinkedIn Advanced Online 9:30 – 11:00
14	15 Research Online 9:30 – 11:00	16	17	18
21	22	23	24 Networking Connections Online 9:30 – 11:00	25 From Interview To Offer Online 9:30 – 11:00
28	29 Resume Online 9:30 – 11:00	30		

Washington County Website: [www.co.washington.mn.us/1980/Workshops](http://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. 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, research, networking, and best practices for interviewing.

#### 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. Basic computer skills needed for this class

#### 3. Change/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.

#### 4. 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.

#### 5. Résumés That Open The Door To Opportunities\*

Comprehensive look at developing and customizing your experience for each employer. Have a working knowledge of résumé for today's market. Learn a few tools to assist in creating your résumé and get noticed by employers and the robots. Bring a copy of your current résumé, a job description to class.

#### 6. 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.

#### 7. 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!

#### 8. 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.

*\*Bring a personal laptop if you have one to work on during these workshops.*

### Stand Alone Workshops

#### 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.

#### Mock Interview Session

Mock interviewing and videotaping is available during the session. Please join this session if you want to participate in a mock interview or just observe.

#### Smart Money Education\*\*

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

#### 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.

**\*\*Workshops offered every other month**

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

— Lisa N., CareerForce Washington County Customer

