

DESCRIPTION OF WORKSHOPS

<p>Computer Essentials (English only) 1 hr.</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Computer Basic: Getting started on a computer; the computer desktop, using forms, media, touchscreens and keyboarding. • Computer Skills: Navigating & Understanding computers/Internet; <ul style="list-style-type: none"> ✓ Ways to interact with computers & programs ✓ Operating systems ✓ Getting around the web ✓ What is & how to connect to the internet
<p>Money Skill (English only) 1 ½ hrs</p>	<p>Learn:</p> <ul style="list-style-type: none"> • How to strengthen your financial knowledge. <ul style="list-style-type: none"> ✓ Understanding APR (annual percentage rate) & credit risk ✓ Understanding Vehicle financing & payment protection insurance ✓ Understanding personal & small dollar loans ✓ How to budget and manage your holiday spending
<p>Resume (English only) 3 hrs.</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Role of the Resume in your Job Search activities • How to choose a format—which is best for you • Resume Guidelines • How to target your Resume to job interest
<p>Interviewing with Confidence (English & Spanish) 1 ½ hrs</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Four parts of an Interview • Basic Interview Practices • How to Negotiate and Ace the Interview • First Impressions Count/Dress to Impress • Attract vs Distract
<p>Career Exploration (English Only) 2 hrs.</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Talent Market • Targeting Occupations In Demand • Developing a Strategy for your Job Search • Career Pathway Assessment
<p>Effective Job Search/Job Applications (English & Spanish) 2 hrs.</p>	<p>Learn:</p> <ul style="list-style-type: none"> • How to use AJC for job leads • Submit applications, resume online, & email application/attachments. • Networking & pluses of assertive job search techniques • Application etiquette/Do's & Don'ts & answer sticky questions.
<p>Job Club (Spanish & English) 1 ½ hrs</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Discuss the importance of networking and how to do it • Job search tips, job leads, and submit online applications • How to improve the effectiveness of your job search • Strategies on how to approach new employers • Various weekly topics and presenters

This is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities.

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<p>Building a Better Spending Plan (English & Spanish) 2 hrs.</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Types of expenses • Types of income • Creative ways to trim expense • Power of saving
<p>Save Energy/Save Money (English/Spanish) 2 hrs.</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Easy no cost ways to save money on your utility bills • What utility company billing plans will work best for your household • Get help with your utility bill • Plan for your future costs
<p>Applications & Hidden Job Market (Spanish only) 2 ½ hrs</p>	<p>Learn:</p> <ul style="list-style-type: none"> • Tips on how to complete an application to make the decision makers take notice. • How to search for jobs in unexpected places.

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