

WorkOne Workshop Descriptions-What you will learn

Core Job Search Workshops: *Foundation of an effective job search*

ICC-Resume: Learn how to navigate, create, edit, and download resumes in Indiana Career Connect.

I've Got Skills: How to identify and communicate your marketable and transferable skills.

Resume Development: How to develop an effective focused resume

Revamp Your Resume: How to revamp your resume and look at it from an employer's point of view.

Cover Letters: How to write an effective cover letter.

Interview Ready: How to prepare, impress, and follow up an interview.

Resume/Interviewing: A shorten Resume Development & shorten Interviewing workshop.

This is a great combined workshops to have before going to a Job Fair.

Other Job Search Workshops: *Targets many barriers job seekers face.*

Budgeting for Today: Create a budget for today. Tips and tricks to save on cost of items.

Online Job Applications: How to fill out online & paper applications to land an interview.

Conquering the Age Barrier: How to present an ageless image to employers.

ICC & Zoom Basics: Navigating and updating Indiana Career Connect. Quick overview on how to zoom.

Internet Job Search: How to utilize the internet and its resources to enhance your job search.

Job Search Strategies: Three Tips on a successful job search from start to finish.

Job Searching Online: Learn about job searching websites, how to apply and upload a resume.

Work Readiness: What employers seek in valued employees.

Self-Employment/Remote: Remote/Self-Employment; a look at what it takes to own your own business or be contracted. Learn what a 1099 is and how to explore occupations.

Using Your Smart Phone To Job Search: Learn how to look for jobs on device and apply.

Creating Social Media Profiles: Set up professional profiles on Facebook, Instagram, LinkedIn, and Twitter.

NETWORKING ZOOM GROUPS:

Job Link: Networking group offered on Monday & Wednesday by Zoom. Customers receive a job packet.

HOPE: Higher Professionals Networking group offered on Mondays. Customer receives a job packet.

Technology Workshops – *It is recommended that Computer Basics is taken before any other Microsoft Workshop*

Computer Basics: Learn how to use a computer on the most basic levels.

Internet Basics: Learn how to use the internet browser and search engines.

Email Basics: Set up a free email, how to use email and navigation

Google Docs Overview: Learn how to navigate in google docs

Keyboarding: Go onto an internet practice website to practice learning the keyboard

Learn to Zoom: Teach customers how to download app, navigate Zoom and attend Zoom meeting.

Navigating Smart Phone/Tablets: Bring in your phones/tablets and learn to navigate your devices.

Online Learning Websites: Review online learning websites on Indiana Career Connect and St Joe Libraries Bendable.