

General Orientation is required and offered Monday – Thursday at 9:30am and 2:30pm and Friday at 9:30am

Monday – Thursday 9:00 a.m. – 5:30 p.m.
Friday 9:00 a.m. – 2:30 p.m.

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
VIP Career Exploration 10:00am Communication Skills 4:00pm	Job Searching & Professionalism 4:30pm SIMOS Job Fair 10:00am-2:00pm	Fatherhood Accountability (Postponed until further notice)	Conflict Resolution 10am Resume Building - 3pm SIMOS Job Fair 10:00am-2:00pm	Scheduled Resume Assistance for VIP clients
7	8	9	10	11
Labor Day Career Center will be closed	VIP Career Exploration 10:00am SIMOS Job Fair 10:00am-2:00pm	Fatherhood Accountability (Postponed until further notice)	VIP Career Exploration 10:00am SIMOS Job Fair 10:00am-2:00pm	Scheduled Resume Assistance for VIP clients
14	15	16	17	18
VIP Career Exploration 10:00am Communication Skills - 4:30pm	Job Searching & Professionalism 10:00am SIMOS Job Fair 10:00am-2:00pm	Interview Skills 10:00am SIMOS Job Fair 10:00am-2:00pm	Conflict Resolution 10:00am OFS Job Fair 10:00am-2:00pm	Scheduled Resume Assistance for VIP clients
21	22	23	24	25
Work Ethics 10am Interview Skills 11:30 am	VIP Career Exploration 10am SIMOS Job Fair 10:00am-2:00pm	SIMOS Job Fair 10:00am-2:00pm	VIP Career Exploration 10:00am	Scheduled Resume Assistance for VIP clients
28	29	30		
VIP Career Exploration 10:00am Computer Skills & Email 3pm	Conflict Resolution 10am SIMOS Job Fair 10:00am-2:00pm	SIMOS Job Fair 10:00am-2:00pm	Interview Skills 10:00am	Scheduled Resume Assistance for VIP clients

CALENDAR DETAILS

Orientation: All clients are required to complete orientation before use of services or resources. This class goes over the Career Center policies and gives an overview of the programs offered by GoodwillSR.

Resume Workshop: This workshop teaches you how to write an effective and professional resume. Please bring work history (Employer name and address, position titles, dates, job descriptions), 4 to 5 references, and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc).

Interview Skills Workshop: Learn how to **WIN** at the interview! The interview skills class is designed for any and everyone preparing for their next employment opportunity. This workshop will also cover how to “dress for success”.

Computer Skills & Email Workshop: This class covers basic computer skills. You are taught the basic skills needed to operate a computer for writing a resume, online job searching, etc. We will also cover e-mail basics and help create your own professional e-mail address if needed to assist you in your job search.

Time Management Workshop: Learn how to use your time effectively to be more efficient in the workplace.

Conflict Resolution Workshop: The purpose of this workshop is to teach you the proper way to handle conflict in the workplace. Many of the techniques can be applied to personal issues as well.

Communication Workshop: To an employer, good communication skills are essential! Learn how active listening can improve the way you communicate with employers, co-workers, and customers and learn how to interpret information received from others.

Job Searching & Professionalism: This class will go over the latest trends in performing a successful job search. We will also cover key elements of professionalism in the workplace so once you get the job, you keep the job!

Work Ethics: This class will go over the difference between ethical and unethical behavior in the workplace. We will also discuss the consequences of unethical behavior in the workplace.

Mock Interview: The interview might be the final step before you get the job! You have prepared, now let us help you put your knowledge to the test and practice an actual job interview with you. This mock interview will be tailored to fit the job description in which you are applying. Please dress for an interview, bring a job description of the position you are interested in, and bring your resume!

Career Center VIP Program

Let us help you become “Career Ready”. Complete each of the classes on the Career Center VIP Program card to become a Career Center VIP. VIP services include:

- Entrance into a monthly gift card drawing (during the month of completion)
- Priority assistance with job searching, job applications, and resume preparation
- Referrals to “hot jobs”
- Early access to job fairs and other special events

See a Career Center Specialist today to become a VIP!

