

 **January 2022**

**Opelika Career Center**

**3740 Pepperell Parkway | Opelika, AL | 36801**

**334.275.4815 Option 4**

Monday – Thursday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 3:00p.m.

[**www.goodwillsr.org**](http://www.goodwillsr.org)

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| **Mon** | **Tue** | **Wed** | **Thu** | **Fri**  | **Sat** |
| **3** | **4** | **5** | **Getting the Job** **6** | **7** | **8** |
|  | **Keeping the Job****Time Matters 9:00am****Attitude that Works 10:00am****Communicate to Succeed 2:30pm****Workplace Expectations 3:30pm** |  | **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** |  |  |
|  | ***VITA Tax Season begins on Feb 7th*** |
| **10** | **11** | **12** | **13** |  14 **Getting the Job** **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** |  **15**Check out the HOT JOBS Board for ready to hire positions in your area! |
|  | **Getting the Job** **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** | **Keeping the Job****Time Matters 9:00am****Attitude that Works 10:00am****Communicate to Succeed 2:30pm****Workplace Expectations 3:30pm** |  |
| **17** | **18** | **19** | **20** | **21** |  **22** |
| Career Center Closed Image result for mlk   | **Open Interviews with** **Rutledge State Prison** **10am-12pm** | **Keeping the Job****Time Matters 9:00am****Attitude that Works 10:00am****Communicate to Succeed 2:30pm****Workplace Expectations 3:30pm** | **Getting the Job** **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** |  **Keeping the Job****Time Matters 9:00am****Attitude that Works 10:00am****Communicate to Succeed 2:30pm****Workplace Expectations 3:30pm** | ***To make your tax appointment call 833-755-2179*** |
| **24**  | **25** | **26** | **27** |  **28**  | **22** **29**  |
| **Getting the Job** **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** | **Job Fair** **Opelika Library** **10am-12pm**  | **Getting the Job** **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** | **Job Fair at Auburn Chamber** **Office** **10am-12pm** | **Keeping the Job****Time Matters 9:00am****Attitude that Works 10:00am****Communicate to Succeed 2:30pm****Workplace Expectations 3:30pm** | The Ultimate List of Happy New Year Wishes » AllWording.com |
| **31**  |  |  |  |  |  |
| **Getting the Job** **Creating a Resume 10:00am****Finding your Job 11:30am****Ace the Interview 2:30pm****Social Media & Tech Check 3:30pm** |  |  |  |  |  |
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| **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 Workshops offered by GoodwillSR.  |
| **Getting the Job Series -** These workshops will give you all the information you need to get the job!**Creating a Resume:** This workshop teaches you how to write a resume and includes computer time with a team member. Please bring work history (Employer name and address, position titles, dates, job descriptions), and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc).**Ace the Interview**: Learn how to **WIN** at the interview! The interview skills class is designed for everyone preparing for their next interview.**Finding Your Job:** Learn about how employers select who to interview and how to fill out application forms.**Social Media & Tech Check**: Do you have a professional email address? Are there any pictures or posts on social media you don’t want an employer to see? Attend this workshop to get quick help in making sure your social media presence is ready for a good first impression. |
| **Keeping the Job series. These workshops will make sure you have the skills to keep the job.****Time Matters**: Learn about time management tips and tricks to use at work and at home. **Attitude That Works:** Learn to understand the importance of having the right attitude at work & the impact that it has on your employment.**Communicate to Succeed:** Learn how to communicate effectively with employers, co-workers and customers.**Workplace Expectations:** Learn what behaviors and work ethics employers expect from their employees. |
| **Goodwill Workshops Series**Let us help you **Get the Job** and **Keep the Job.** **Everyone that completes the Getting the Job Series:*** **Priority assistance with job searching, job applications, and resume preparation**
* **Referrals to employers**
* **Goodwill Gift Card**
* **Access to Mock Interviews**
* **Access to Resume Reviews**

**See a Career Center Specialist today to learn more about our Workshops** |
| **We also offer:****Career Exploration**: This lab and workshop teaches you about you! You will learn about your personality in the workplace and filter through your career interests to gain a better understanding of the best career options for you. **Computer Skills**: **Different computers skills will be offered throughout the year. Check your center for information on available classes.** |