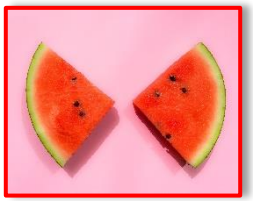
Ruth & Norman Rales Jewish Family Services

August 2023

From job candidate to "You're Hired!"

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 **Networking Tips for 2023** Zoom **10:00 am -11:00 am**	2 **C3- Coffee & Career Conversation** Zoom **1:00 pm- 2:00 pm**	3	4
7	8 **Microsoft Word** **10:00 am – 11:00 am/On-Site** **MS PowerPoint** August 8 – August 10 **12:00 pm – 1:30 pm- Zoom**	**9** 	10 **Live Applicant Tracking System "ATS" Demo** Zoom **10:00 am – 11:00 am**	11
14 **MS Excel Basic** August 14 – August 18 **12:00 pm – 1:30 pm** Zoom	15 **LinkedIn 101** Zoom **10:00 am -11:00 am**	16 **C3- Coffee & Career Conversation** Zoom **1:00 pm- 2:00 pm**	17 **Create a Job Search Plan** Zoom **10:00 am -11:00 am**	18
21 **MS Excel Advanced** August 21 – August 25 **12:00 pm – 1:30 pm** Zoom	22 **Microsoft Excel** **On-Site** **10:00 am- 11:00 am**	23	24	25
28 **MS Word** August 28 – September 1 **12:00 pm – 1:30 pm Zoom**	29 **How to Avoid Ageism in Your Job Search** NJHSA **On-Site** **10:00 am – 11:00 am**	**30** **C3- Coffee & Career Conversation** Zoom **1:00 pm- 2:00 pm**	31	

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Workshop Description

Networking Tips for 2023
The majority of positions are found through networking. Networking is about building and developing relationships. Learn the skills to successfully network and find your next job!

C3- Coffee & Career Conversation
Career Strategist hosts a Q & A discussion on any career search questions you have. Come prepared to ask any career-related questions such as; review my resume, how do I target my resume for the ATS, what are some top interview questions, or how I bring up my salary. The CES team is here to answer any questions or just to be an ear to your concerns.

Microsoft Word and Microsoft Excel ON-SITE
Workshops designed to introduce the individual to Microsoft Word and Excel platforms.

LinkedIn 101
Join this workshop and learn the step-by-step key skills to develop your LinkedIn Profile and make it stand out to key employers.

How to Avoid Ageism During Your Job Search?
Do you feel that you are a victim of ageism or age bias, or have you observed it happening in your workplace? Join us for this VERY IMPORTANT workshop and let's explore some tips that you should know to avoid it or handle age bias.

MS Word
MS Word 2016 is a 5-day long class designed for beginners as well as those experienced users who are looking for a refresh of basic skills and concepts. Introduces program terminology, file types, entering/editing text, formatting (including non-printed characters, bullets/numbers, alignment, indents, tab stops), columns, tables, mail merge, among other topics.

MS Excel Basic
MS Excel 2016 is a 5-day long class designed for beginners as well as those experienced users who are looking for a refresh of basic skills and concepts. Introduces program terminology, autofill/flash fill, conditional formatting, ranges/tables, introductory formulas, filtering, and data validation; among other topics.

MS Excel Advanced
Designed for users who have a foundational knowledge of MS Excel's basic concepts, this 5-day long class introduces multilevel sorting, XLOOKUP, INDEX MATCH, advanced mathematic functions (IF,SUBTOTAL,RAND, etc.) linking with three-dimensional references, alternative data sets, charting, and pivot tables; among other topics.

MS PowerPoint
This 3-day long class will cover the basics of MS PowerPoint. Topics will include views, adding/removing slides, sections, entering text, tables, layouts, animation and transitions, synchronous/asynchronous presentations, printing handouts, and audience engagement.