



Job Seeker Sessions

Available through the Goodwill Job Resource Center



	<p>Misery Is Optional (2 hour session)</p> <p>This session is focused on bringing self-awareness and how our attitude, stress, anger and conflict can be managed or altered to yield positive outcomes. Only when we are aware of how we interact and respond to others can we start to change our lives and make good things happen for us and those we love.</p>
	<p>Rules of Engagement in the Workplace (2 hour session)</p> <p>How we can interact with each other more effectively in the workplace and why is it important? Learn the secrets to good workplace relationships as well as business etiquette (what is acceptable in the workplace), and employer and industry expectations.</p>
	<p>Just Do It! (2 hour session)</p> <p>Have you ever wanted to do something important but just couldn't seem to get started? This session is a great motivator that will help you get on the path to success. Utilizing a few simple goal setting and time management skills, you will see that no dream is too big.</p>
	<p>Computer Job Search For Beginners (2 hour session)</p> <p>Created for job seekers with no computer experience, this session will give you the skills you need to start your search online. We will walk you through computer basics while leaving time to explore and ask questions in a comfortable atmosphere.</p>



	<p>Resume Building (2 hour session)</p> <p>This session was created for those who already have familiarity with using the computer and have an email address. During Resume Building, you will be guided through the process of building your resume for a specific job. Be sure to bring a copy of a job description for which you wish to apply and any information you have pertaining to previous job history.</p>
	<p>Cover Letter (2 hour session)</p> <p>In today's job market a resume is not enough when you are applying for a position. Companies also expect a well written, informative cover letter of introduction from an applicant. For this session you should bring a copy of your resume as well as a current job description for which you would like to apply.</p>
	<p>Basic Interview Skills (2 hour session)</p> <p>This session will introduce the different types of interviews and will focus on how to prepare yourself. If you currently have an interview scheduled, please bring the job description for the position to this session so that we can help you anticipate and practice with any questions that may be asked.</p>
	<p>Elevator Pitch (1 hour session)</p> <p>A job search elevator pitch is a short effectively engaging presentation of your qualifications. When you're in job search mode, you never know when you might run into someone who is a potential networking contact. It may be in an elevator, at a doctor's office or even a party, so having a good elevator speech ready at all times is a smart thing to do.</p>
	<p>Open Lab (2 hour session)</p> <p>During open lab time you will be offered assistance with online applications and can have questions answered related to your job search, interviews and more.</p>
	<p>Basic Word (2 hour session)</p> <p>This class touches on the basics of creating an electronic document. These skills include, opening a blank document and creating a paragraph while learning how to spell check, change font size and more.</p>