

**JEFFERSON COUNTY WORKFORCE CENTER  
CAREER BUILDING NUTS & BOLTS Workshops**

**April 2008**

The Career Building Nuts & Bolts program is a series of free workshops focusing on topics of importance to job seekers.

- ❖ To sign up for workshops please call 303-271-4701 or come into our office in Golden
- ❖ The schedule can also be found on our website at [www.jeffcoworkforce.org](http://www.jeffcoworkforce.org)
- ❖ Workshop participants *must* be registered with the Colorado Workforce System. Register at [www.connectingcolorado.com](http://www.connectingcolorado.com)

**All workshops are held at 3500 Illinois St in Golden, CO 80401**

<b>WORKSHOP</b>	<b>FACILITATOR</b>	<b>TIME</b>	<b>DATE</b>
<b>Job Search Techniques and Application Tips</b>	Heather Hoak	9:30-11:30	April 8, 2008
<b>Choices Career Planner</b>	Joni McDaniel	9:00-11:00	April 9, 2008
<b>Interviewing for the Job Offer</b>	Michael Justice	1:00-3:00	April 9, 2008
<b>Job Search for Boomers</b>	Kay Ross	1:00-3:00	April 10, 2008
<b>Keyboarding Essentials and Computer Basics</b>	Donna Staley	9:00-noon	April 11, 2008
<b>Tips for Building an Interview Getting Resume</b>	Kay Ross	9:30-11:30	April 15, 2008
<b>Networking or Not Working</b>	Heather Hoak	1:30-3:30	April 15, 2008
<b>NEW!! New Strategies for a New Job Market</b>	Donald Strankowski	9:30-noon	April 16, 2008
<b>Choices Career Planner</b>	Joni McDaniel	1:00-3:00	April 17, 2008
<b>Introduction to Microsoft Word</b>	Donna Staley	8:30-12:30	April 18, 2008
<b>Interviewing for the Job Offer</b>	Michael Justice	1:30-3:30	April 22, 2008
<b>Choices Career Planner</b>	Joni McDaniel	9:00-11:00	April 24, 2008
<b>Learning to Network (VETERANS ONLY)</b> (see <b>Networking or NOT Working</b> for description)	David Alred	10:30-12:30	April 24, 2008
<b>Job Search for Boomers</b>	Kay Ross	1:30-3:30	April 24, 2008
<b>Job Search Techniques and Application Tips</b>	Heather Hoak	9:30-11:30	April 29, 2008
<b>Federal Job Search (VETERANS ONLY)</b>	Del Atencio	1:30-3:30	April 29, 2008
<b>Tips for Building an Interview Getting Resume</b>	Kay Ross	1:30-3:30	April 30, 2008

Jefferson County Workforce Center is an equal opportunity program.  
Auxiliary aids and services are available upon request to individuals with disabilities.

## JEFFERSON COUNTY WORKFORCE CENTER

### Career Building Nuts & Bolts Workshops Descriptions

◆ **On your Way to a New Job: Job Search Techniques & Application Tips**

Have you finally decided what you want to be when you grow up? Participants in this workshop will gain perspective and techniques for their personal job search. Discussion centers on the most effective job search strategies and techniques for approaching your search with confidence, as well as structures which will help you stay focused and feel valued during this exciting and challenging time in your life. Gain the knowledge and confidence to successfully conduct your job search.

◆ **Tips for Building an Interview Getting Resume and Cover Letter**

Have you been waiting for that phone call or email? Still uncertain about the difference between a chronological resume and a functional one? Learn how your resume is a written advertisement of your skills and competencies. Find out how to maximize your chances of getting the job interview with an attention grabbing resume. Don't forget the cover letter because it is the key to getting your resume seriously considered and the phone ringing. Please bring a copy of your resume and a specific job posting so you can hit the ground running.

◆ **Interviewing for the Job Offer**

"Tell me about yourself..." "Why are you the best candidate for this position?" Do these phrases cause you to wake up in a cold sweat? Join us for a workshop that will have you cool, calm, and collected every time. Learn about the different types of interviews, as well as the stages of the interviewing process. Find out about dressing for success, what to bring to the interview, and how to do your homework before the interview. Finally, learn effective techniques for answering common interview questions, handling the more difficult questions, and asking your own questions during the interview.

◆ **Choices Career Planner**

Has the "Game of Life" stumped you? Do you feel like a fish out of water in your current career or job? *The Choices Career Planner* can help. This advanced online career assessment system helps individuals effortlessly determine career paths that fit their skills, interests, and ambitions. In addition, the program helps career changers build powerful plans as they compare, connect, and choose from a vast network of training and work options.

◆ **Federal Job Search Veterans Only**

Are you a veteran? Would you like to learn how to translate your skills as an honored veteran into a rewarding job in the federal government? This workshop will help the veteran job seeker navigate the complex federal job application system. Participants will learn how to analyze vacancy announcements, understand veteran preference and the various application methods, as well as write federal resumes and *Knowledge, Skills and Abilities (KSA's)*, among many other things. This workshop will crack open the mystery of applying for federal job openings as a veteran.

◆ **NEW!! New Strategies for a New Job Market**

This free seminar guides each attendee through five innovative job search techniques designed for success in today's business environment. With some job openings garnering thousands of responses, the philosophy behind a winning job search strategy today is a new, distinctive approach combined with high-quality work. This is an interactive workshop that will be facilitated by Donald J. Strankowski,, a dynamic speaker and successful career development specialist.

◆ **Job Search for Boomers**

"Age is an asset; experience, a benefit." This workshop is designed for the Boomer job seeker and will provide an orientation to all the services offered at the Jefferson County Workforce Center. In addition, participants will get information and tips on how to be competitive in today's job market and about the unique resources available to Boomer job seekers.

◆ **NEW! Keyboarding Essentials & Computer Basics**

Do you yearn to move beyond "hunt and peck"? Is C-O-M-P-U-T-E-R like a foreign word to you? We have combined two important skills into ONE hands-on workshop. You will learn the basics of turning on the computer, what the mouse does, and when to click or double click. From there, you will be ready to open applications. As you master computer basics, you will also learn techniques such as touch key, posture, hand placement, and many other skills.

◆ **Networking or Not Working**

Did you know that over 60% of your job search should be spent networking? Learn the ins and outs of this essential job search tool. This interactive workshop will cover strategies for building your network, preparing an "elevator" pitch, advice on how to discover your existing network, and ways to easily expand your network.

◆ **NEW!! Introduction to Microsoft Word**

Do you need to learn the basics of Microsoft Word? Jefferson County Workforce Center is excited to offer this introductory course that will have you creating documents and using basic word processing skills by the end of the course. **Prerequisite: 20 words per minute typing skills.**