

WORKSHOP DESCRIPTIONS

Basic Computer Skills-

Learn the components of a computer, mouse movement, document creation and saving, internet access, email development and navigation of jobs.mo.gov.

Basic Access:

Participate in tutorial to learn basic operation of Microsoft Access.

Basic Excel:

Participate in tutorial to learn basic operation of Microsoft Excel.

Basic Outlook:

Participate in tutorial to learn basic operation of Microsoft Outlook.

Basic PowerPoint:

Participate in tutorial to learn basic operation of Microsoft PowerPoint.

Basic QuickBooks:

Participate in tutorial to learn basic operation of QuickBooks.

Basic Windows:

Participate in tutorial to learn basic operation of Microsoft Windows.

Basic Word:

Participate in tutorial to learn basic operation of Microsoft Word.

Career Exploration:

Discover the career that fits your personality & interests.

Career Networking:

Learn how to use personal contacts and social media to effectively search for a job.

Interview Preparation:

Become informed concerning the keys to success before, during, and after an interview. Discover the process of promoting yourself through proper use of written communication when producing cover letters, resumes, and thank you notes; and of verbal skills during an interview. Practice interviewing with career center staff posing as HR Director from a local company. Come prepared to interview and receive feedback on your interview skills.

Online Application Process:

Learn how to ensure your online application is received.

Resume Preparation:

Must have basic computer skills, your work history and dates of employment and an e-mail address.

Need a resume but don't know where to start? Learn about layout and formatting of resumes and create a basic resume in Microsoft Word.

Understand and identify your Skills for resumes and interviews.

Resume Review: *Must bring resume (not profile from jobs.mo.gov)

Do you have a resume that is not getting you interviews? Get another perspective and a critique on ways you could improve it.

Social Media:

"Learn how to set up LinkedIn and Facebook profiles and privacy settings.

Understand Social Media's role in job searching, and how it has changed."

Managing Your Finances:

Managing and budgeting your bills & your money until a new job opportunity appears. It is less stressful when you have a plan, this workshop will help you keep control of family finances while you are laid off.

Talify:

Do you have the competencies that an employer is seeking? Talify is an assessment that measures consistency between a job-seeker's job interest, self-reported skill level, and experience against competencies employers are seeking. Talify provides the job seeker with interview help in the form of feedback on their three highest and three lowest behavior traits. You can be better prepared for employer questions and showcase your assets

WorkKeys:

Would a recently acquired certificate look good on your resume? Developed by ACT, at the request of employers. The WorkKeys exam can lead to a National Career Readiness Certificate, an effective marketing tool for job seekers. See Staff for Details