

ADVANCED JOB SEARCH WORKSHOPS



November 2009



Minnesota WorkForce Center-Anoka County
 1201 89th Avenue NE, Suite 235, Blaine, MN 55434
 763-783-4800 www.mnwfc.org/anoka

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| Monday | Tuesday | Wednesday | Thursday | Friday |
|--|--|--|---|--|
| 2 Managing Personal Change 12:30-3:30 LinkedIn, Part II (Part I was October 29) 1:00-5:00 | 3 *Polishing Your Resume 3:00-6:00 | 4 *Advanced Interviewing 1:00-4:00 | 5 *Identifying and Communicating Your Skills 8:30-12:30 Nuts & Bolts 1:00-5:00 Creating Your Resume 1:00-5:00 | 6 Hidden Job Market 8:30-12:00 |
| 9 Nuts & Bolts 8:30-12:30 *Advanced Interviewing 1:00-4:00 | 10 *Polishing Your Resume 9:00-12:00 *Identifying and Communicating Your Skills 1:00-5:00 | 11 VETERANS DAY <i>Offices Closed</i>  | 12 Hidden Job Market 8:30-12:00 | 13 Creating Your Resume 8:30-12:30 |
| 16 Nuts & Bolts 8:30-12:30 | 17 Managing Personal Change 12:30-3:30 *Polishing Your Resume 2:00-5:00 | 18 *Advanced Interviewing 1:00-4:00 Effective Job Applications 2:00-4:00 | 19 *Identifying and Communicating Your Skills 8:30-12:30 Creating Your Resume 8:30-12:30 Hidden Job Market 1:30-5:00 | 20 LinkedIn, Part I 8:30-12:30 |
| 23 Nuts & Bolts 8:30-12:30 Managing Personal Change 12:30-3:30 | 24 LinkedIn, Part II 8:30-12:30 *Advanced Interviewing 1:00-4:00 *Polishing Your Resume 2:00-5:00 | 25 Hidden Job Market 8:30-12:00 *Identifying and Communicating Your Skills 8:30-12:30 | 26 Thanksgiving Holiday <i>Offices Closed</i> | 27 Thanksgiving Holiday <i>Offices Closed</i> |

***Must have completed *Creative Job Search Workshop and/or Job Solutions* before attending.**

Workshop Descriptions on back →

Register in the Resource Center or call 763-783-4847.

Nuts & Bolts

Get your job search off on the right foot (or back on track) avoiding frustration and increasing your efficiency and effectiveness. You will become familiar with the many electronic and non-electronic resources in the Resource Room. Better yet, you will also have hands-on opportunity to become comfortable in using them. In addition, you will be given invaluable tips on using electronic resumes and learn how to conduct research on employers. **** Bring your resume for posting on www.MinnesotaWorks.net.**

Managing Personal Change

Career change? Job Loss? Whether expected or unexpected, changes of all types interrupt our lives. They leave us not knowing what to expect or how to proceed, yet we must find a way to keep moving forward. Learn how to better manage your personal transition, persevere in these challenging times and build resilience.

Hidden Job Market

Believe it or not, most jobs are not even posted! This workshop offers strategies to uncover these hidden jobs. By networking, conducting informational interviews and cold calling you will increase your job search effectiveness. This workshop helps you prepare to leverage these additional job search strategies.

Creating Your Resume

This is a "hands-on" workshop during which you will actually draft a resume. Instructors will provide you with guidance throughout a step by step process. (This workshop does not require any computer skills.) You will learn about using key words in your resume and using scannable and text resumes. Participants are required to complete the Employment History Worksheet prior to the workshop and bring it to the workshop.

Effective Job Applications

If you are in a career field where completing an application is equally if not more important than a resume or if it's just been awhile since you have had to complete an application, this workshop is for you. Learn how to complete an application that puts you in the best light possible. Participants are required to complete the Employment History Worksheet prior to the workshop and bring it to the workshop. You will complete a sample application in the workshop which you can use in completing applications for real jobs.

LinkedIn

This workshop is divided into 2 parts. [Part I, LinkedIn Start Up](#) will introduce you to LinkedIn and help you become familiar with its many options. You will learn how to navigate this social networking site. In Part I you will actually draft your profile on the LinkedIn website. [Part II, Leveraging LinkedIn for Job Search Networking](#) will help you in using LinkedIn to showcase your expertise, look for jobs and build and use your network to help research information that will assist you in finding a job. In order for LinkedIn to be an asset, you have to be an active member. Part II will give you experience you need to take advantage of this very professional and powerful tool.

Identifying and Communicating Your Skills

***Must have completed Creative Job Search Workshop before attending this class.**

As a job seeker, it is critical that you know what your skills are. Employers want to know how you can help solve their problems, increase efficiencies, etc. The answer lies in your skill set. Yet many job seekers have not clearly identified their skills or are able to communicate them effectively. Keep in mind that you communicate on your resume and cover letter as well as during the interview. Finally, providing concrete evidence to support your claims will increase the employer's confidence in your ability. This hands-on workshop has been designed to assist you in working through a process that will enable you to identify and communicate your skills!

Polishing Your Resume

***Must have completed Creative Job Search Workshop before attending this class. Must have a clear job goal. Bring a paper copy of your resume and save it to your flash drive.**

This is a very hands-on workshop where you will be working on your resume with the guidance of two instructors. You will learn how to turn your resume into a marketing tool that focuses and showcases your qualifications.

Advanced Interviewing

***Must have completed Creative Job Search Workshop before attending this class.**

This workshop is an opportunity for you to practice answering tough interview questions in a safe learning environment. In addition, you will be given tips and techniques for managing phone and panel interviews, body language and those often troublesome behavioral questions. Sign up and begin to take your interviewing skill to a new level!

For individuals with disabilities, upon request, the information in this flyer is available in alternative formats such as Braille, large print, audio tape and computer disk.
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