

Career Readiness Workshops

AUGUST 2021



**HAVE A GOOD DAY AND
IF YOU CAN'T, DON'T GO
MESSING UP NOBODY
ELSE'S!**

TABITHA BROWN

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3 Job Search Techniques 2pm - 3pm	4 Build Your Resume 11am - 1pm	5	6	7
8	9 Professional Etiquette 11am - 12pm	10	11 Build Your Resume 11am - 1pm	12 Interview Basics 10am - 11am	13	14
15	16 Job Search Techniques 2pm - 3pm	17	18 Build Your Resume 11am - 1pm	19 Improving Communication 1pm - 2pm	20	21
22	23 Interview Basics 10am - 11am	24	25 Build Your Resume 11am - 1pm	26 Professional Etiquette 11am - 12pm	27	28
29	30	31				

Workitude for NextGen Participants will be held every Tuesday from 10 am to 11 am

An Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.

Schedule of Live Workshops

Career Readiness

"Build Your Resume"

Every Wednesday | 11 am - 1 pm

"Job Search Techniques"

Aug. 3, 16 | 2 pm - 3 pm

"Professional Etiquette"

Aug. 9, 26 | 10 am - 11 am

"Interview Basics"

Aug. 8, 23 | 10 am - 11 am

Building Bridges

"Improving Communication"

Aug. 19 | 1 pm - 2 pm

AUGUST 2021



KEEP UP WITH OUT UPCOMING CLASSES AT
GUILFORDWORKS.ORG/EVENTS



REGISTER FOR ALL EVENTS ON
WWW.NCWORKS.GOV
QUESTIONS? CONTACT:
LEE HOWELL, JR. - DIGITAL SKILLS INSTRUCTOR
910-446-3702
LEE.HOWELL@NCWORKS.GOV

Career Readiness

Build Your Resume

Learn to prepare a resume for job applications, understand how to market your skills, and follow step-by-step instructions. Attendees will receive a resume template and activity sheet before the class meets.

Job Search Techniques

Get familiar with modern job searching techniques, such as using online job boards, creating email alerts for local job postings, and using keywords in your online job applications.

Professional Etiquette

Learn about what to expect in the workplace, including how to make introductions, dress code, and in-person/online expectations.

Interview Basics

Master understanding of the job interview process, the different types of interviews, what to expect during job interviews, and tips on how to prepare.

Building Bridges

Improving Communication

Learn how to improve both written and verbal communication skills. Practice active listening, focus on nonverbal communication, and learn how to compose professional emails, professional phone calls, and voicemails.