

Career Readiness Workshops



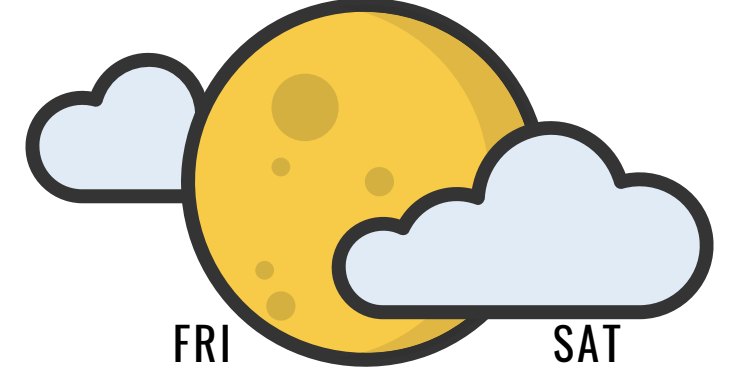
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If you're always trying to be normal, you'll never know how AMAZING you can be

- Maya Angelou



October 2021



SUN	MON	TUE	WED	THU	FRI	SAT
					1 	2
3	4 Professional Etiquette 11am - 12pm	5	6 Build Your Resume 11am - 12pm	7 Interview Basics 11am - 12pm	8	9
10	11 Speed Interviews 101 1pm - 2pm	12 Full-Day Workshops 10am - 2pm	13 Build Your Resume 11am - 12pm	14 Improving Communication 1 pm - 2 pm	15	16
17	18	19 Job Search Techniques 2pm - 3pm	20 Build Your Resume 11am - 12pm	21	22 Professional Etiquette 11am - 12pm	23
24	25 Full-Day Workshops 10am - 2pm	26	27 Build Your Resume 11am - 12pm	28 Improving Communication 1pm - 2pm	29	30

Please contact an NCWorks employee to register for Career Readiness workshops.

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 - 12 pm

"Job Search Techniques"

Oct. 19 | 2 pm - 3 pm

"Professional Etiquette"

Oct. 4, 22 | 11 am - 12 pm

"Interview Basics"

Oct. 7 | 11 am - 12 pm

"Full-Day Workshops"

Oct. 12, 25 | 10 am - 2 pm

Building Bridges

"Improving Communication"

Oct. 14, 28 | 1 pm - 2 pm

"Speed Interviews 101"

Oct. 11 | 1 pm - 2 pm



KEEP UP WITH OUR 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 after 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.



Full-Day Workshops

Four of the Career Readiness workshops in one day. "**Build Your Resume**" - 10 am to 11 am, "**Job Search Techniques**" - 11 am to 12 noon, "**Professional Etiquette**" 12:30 pm to 1:30 pm, "**Interview Basics**" 1:30 to 2 pm

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.



Speed Interviews 101

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