



SPIRIT OF SUCCESS

FREE JOB READINESS WORKSHOPS

Workshops start promptly at scheduled times!!!

Your Resume and Cover Letter

Every Monday, 9:00 A.M. to 12:00 P.M.

In this workshop you will learn the purpose of a resume, tips and types of resumes and how to create a resume. You will create your own resume on the computer and save it for later use.

A cover letter will be developed that you can use to introduce your skills and your resume to the employer. You will also be given a format to list all your references. **You must have or know your work history and education background.**

Job Search Strategies

Every Tuesday, 9:00 A.M. to 12:00 P.M.

Most people searching for work don't have an effective plan. In this session you will be able to plan your job search and schedule your week to be more effective. You will develop your own "elevator speech" and learn how to effectively utilize your job search network by using the internet, and networking skills. Learn how to utilize the computer to investigate and become familiar with the different types of on-line job boards.

Resume Development

Every Tuesday, 2:00 P.M. to 4:00 P.M.

This workshop provides the opportunity for you to "fine-tune" your resume and to make additions and/or corrections to make your information more effective. Instructor will work with you individually to determine the best information possible for your resume. A good resume is always in the process of being refined to make it more effective when an employer reviews it.

Aceing the Interview

Every Wednesday, 9:00 A.M. to 12:00 P.M.

Learn how to prepare for and conduct an effective interview. In this session, the interview process will be reviewed from beginning to end. We will address how to get ready for the interview and how to: make a good first impression: recognize the various types of questions. We will also review questions to ask the interviewer, and follow-up tips.

Mock Interviews

Every Wednesday, 1:30 P.M. to 4:00 P.M.

In this workshop, you will be given the opportunity to practice the interviewing skills learned in "Aceing The Interview". You will role-play with the instructor where you will be interviewed just as you would be with an employer. The instructor can then rate your progress and help you increase your interviewing skills by providing suggestions as to how to strengthen your presentation.

What Employers Want & Financially Fit : Soft Skills

Every Thursday, 10:00 A.M. to 11:00 A.M.

Learn all the ins and outs of budgeting by reducing your debit. Workshop investigates the cost of credit, personal and educational loans, keeping track of and reducing your debit, and starting a savings plan. Also covered in the workshop is a discussion of the “soft skills” employers seek in a potential employee.

Customer Service Skills

Every Thursday, 1:00 P.M. to 2:00 P.M.

Today’s service organizations have a completely different challenge from those in the past because customers’ expectations for service have increased dramatically. Your customer service skills can make you a valued employee!!! Learn what employers are looking for in a strong customer service oriented employee.

Resume Follow-up

Every Thursday, 2:00 P.M. to 4:00P.M.

This workshop is designed to be the final step in the preparation of your resume. All resumes require editing and revisions to make it the perfect document to represent you to the employer. Your resume is your “ticket” for the desired interview, so come to this workshop and make sure it’s perfect and ready for review by potential employers!

Job Tips for Ex-Offenders

Every Friday, 9:00 A.M. to 11:00 A.M.

This workshop concentrates on providing tips for ex-offenders in the areas of attitude, overcoming perceived obstacles to employment, how to discuss your background, how to identify and research realistic job targets, how to most effectively contact employers directly, networking, identifying your skills, filling out applications, and identifying resources that will aid you in your job search.

Interviewing Skills for Ex-Offenders

Every Friday 1:00 P.M. to 4:00 P.M.

Learn how to present yourself to a potential employer in the most positive way possible while in an interviewing situation. This session concentrates on how to present your information to an employer and lessen the impact of having negative law enforcement contact in your past or present history. This technique is very effective and easy to learn! Also included in this workshop will be a variety of tips to help you become a strong candidate for any position you desire!

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