

[VALLEYWORKS CAREER CENTER WORKSHOP DESCRIPTIONS](#)

Please see the current Workshop Calendar for the workshop schedule. You must have a ValleyWorks membership (no cost) & register in advance to access workshops or evening events. If a workshop is full, ask how to attend as a stand-by should a seat open. For the most up-to-date information on events, workshops and other ValleyWorks news consult our staff or check our website

www.valleyworks.cc

ABC's to an Easier Job Search: Launch your job search and plan a strategy for success. Gain an understanding of the numerous job search techniques and resources that can be used to plan and conduct a focused, highly effective, and comprehensive job search.

An Overview to Training: A brief overview to training funding eligibility through Valley Works Career Center.

Cover Letters: Learn how to create this strong selling tool that will complement your résumé and grab an employer's interest.

Prerequisite: Bring your job search log, a **printed copy of an ADVERTISEMENT or JOB POSTING** for a job you would be interested in applying & a **copy of TYPED RÉSUMÉ**.

English for Speakers of Other Languages (ESOL)/Literacy Improvement: Improve your employability and self-esteem by improving your English skills and general literacy skills. This computer based self-paced study program uses Rosetta Stone software.

Intermediate MS Excel 2007: An opportunity to learn how to create charts, link worksheets, and workbooks, create pivot tables, macros, use advanced formulas and auto functions as well as format worksheets for printing.

Fee based service. Prerequisite: Bring a 3 ½" diskette, or flash drive, no CDs; **MUST** have experience creating basic worksheets in MS Excel 2007 & know how to cut, copy and paste; use a mouse, create basic formulas, work with MS Excel 2007 ribbon, save worksheets or complete and be comfortable with material covered in Introduction to MS Excel 2007.

Fee for this workshop is \$50 in advance; \$75 the week of the event.

Intermediate MS Word 2007: This workshop will provide an overview of using formatting functions, such as format painter, header & footer, mail merge, envelopes, labels, and graphics .

Fee based service. Prerequisite: Must have previous experience using MS Word 2007, have created at least a couple of documents in MS Word 2007. Must bring a 3½" diskette, or flash drive, no CDs. Fee waiver is based on program eligibility, determined need, staff referral, and prerequisite workshops.

Fee for this workshop is \$50 in advance; \$75 the week of the event.

Introduction to Computers: Designed to introduce you to computers and software used at the Career Center. Learn to open and close files, do simple formatting and other basic skills.

Prerequisite: Basic keyboarding skills **required**. Must bring a 3 ½" diskette, or flash drive, no CDs.

Introduction to MS Excel 2007: Workshop will provide participants with an overview of basic Excel functions and the use of formulas. **Prerequisite:** Participants must have basic computer skills. **Required** basic keyboarding & ability to use a mouse. Must bring a 3½" diskette, or flash drive, no CDs.

Introduction to MS Word 2007: Learn to use basic MS Word features. **Prerequisite:** Must have completed Introduction to Computers or equivalent; basic keyboarding skills **required**. Must bring a 3 ½" diskette, or flash drive, no CDs.

Insider Information on Popular Jobs: Learn how to research Labor Market Information to select jobs with future growth, or vast hiring potential due to the nature of the industry. Discover the critical and emerging industries and gain an understanding of how to use information to create new opportunities.

Interviewing Techniques: Market yourself with confidence; advertise your strengths, skills, and accomplishments in the interview. Learn how to handle the most common questions asked in interviews.

Prerequisite: Bring your job search log and a **copy of your TYPED RÉSUMÉ**.

Job Search Club: Start off on the right foot or refocus your job search. Get motivated and inspired, sharpen your job search skills in one area or join these sessions regularly to focus on the development of strategies that will lead to interviews and job offers.

Learn English with Rosetta Stone®: Use Rosetta Stone software in our computer lab to improve your English skills. Computer based program only.

Marketing Your Maturity: Discover how to put a positive spin on your experience, people skills, work ethic, desire to solve employers' problems, and learn how to focus on employer's needs. Dispel common myths, boost your self-confidence and learn how maturity can be a competitive advantage.

Microsoft Publisher: Learn to use MS Publisher and how to create a newsletter.

Fee based service. Prerequisite: Participants must bring **flash drive to save files, no CDs. Required: Basic computer skills and basic MS Word experience.**

Fee for this workshop is \$50 in advance; \$75 the week of the event.

Mock Interviewing: The key to turning interviews into offers is being prepared! A mock interview will help you prepare and provide you with a valuable tool - personal feedback that will enhance your interviewing skills.

Fee based service. Prerequisite: Customer must submit a typed resume, written job description, & salary data for interview position, and fee when appointment is made.

Advanced registration required. Fee for this service \$60.

Myers Briggs Type Indicator: By using this vocational assessment you will discover your work preferences, strengths and weaknesses. This is an excellent tool to help you make career decisions and more effectively market your experience and personal strengths.

Fee based service. Prerequisite: Customer must complete the assessment one week prior to the scheduled appointment. This service is delivered by appointment only, call for appointment information.

Advanced registration required. Fee for this service \$140.

Negotiating Job Offers/Salary: Learn how to present yourself with confidence and authority when it comes to money, perks and benefits.

Networking for Professionals: Join your professional peers at this weekly forum for professionals in job transition that offers opportunities to network, sharpen job search skills, and stay motivated. This group is for you if you are a person with a professional attitude about your career and networking!

Online Job Applications: Learn how to effectively complete an online job application, take a personality or job related online assessment, and avoid common errors that impact your chances for an interview. Come prepared to complete an application online. Bring your résumé or résumé worksheet.

PowerPoint 2007: An overview of using the drawing feature, inserting pictures, custom animation and setting up a presentation.

Fee based service.

Prerequisite: Participants must bring **flash drive** to save files, no CDs. **Required:** Basic computer skills and Basic MS 2007 Word, PowerPoint and/or Excel experience.

Fee for this workshop is \$50 in advance; \$75 the week of the event.

Résumé Assistance: Working on your résumé? Do you want to ask questions to help you improve your résumé or start a résumé in RésuméMaker? **Prerequisite:** Bring either a completed Résumé Worksheet and/or copy of your current résumé. Bring a 3 ½" diskette, or flash drive to save your electronic résumé; no CDs.

Résumé Basics: Learn how to create a basic one page résumé. **Prerequisite:** You must bring the following to the workshop: a completed Résumé Worksheet (available in the Resource Room in both Lawrence and Haverhill), a 3 ½" diskette, or flash drive, no CDs, and you must have the ability to use a mouse, and have basic typing/keyboarding skills, or attend Introduction to Computers or SPLS prior to enrolling in this workshop.

Résumé Critique: Meet one-on-one for a 30-minute professional critique of your résumé.

Fee based service. Prerequisite: You must submit a typed résumé & fee when appointment is made.

Advanced registration required. Fee for this service \$30.

Résumé Writing Beyond Basics: Do you want to be sure your résumé will compete? Learn how to make your current résumé more competitive and to enhance your résumé to ensure this key tool highlights your skills and experience. Your résumé is very important in today's competitive marketplace. **Prerequisite:** You must bring a copy of your TYPED RÉSUMÉ and your job search log to this workshop.

Self-Paced Learning Services (SPLS): Develop key skills & learn popular computer software programs at your own pace. Use our learning system to learn to type, create a resume, improve your work-readiness skills, improve your English skills (ESOL), study for the GED or learn how to use Microsoft Office Suite, QuickBooks 2009, Accounting Fundamentals, Photoshop CS4, Flash CS4 Professional, HTML Fundamentals/Advanced, Dreamweaver CS4, & Business Planning. Ask a SPLS Monitor about the Microsoft Office Suite Certificate of Completion Program, you must complete an application before you start to earn a certificate.

Small Business Administration (SBA) Connections That Work: Gain a better understanding of the various SBA programs and services available for prospective & current entrepreneurs who are exploring, starting or expanding a business. Workshop presented in partnership with the U.S. Small Business Administration.

The "WOW" Factor: Return to work quickly, develop a plan & create a message to communicate and articulate your skills and work experience to gain favorable attention. Stand out from the job seeker crowd and impress employers. Are you well prepared? Can you clearly communicate & connect with those who are hiring?

Work Ready Youth Workshop: Designed to help you prepare for employment, to achieve success in your new position and to assist you to complete and type a basic résumé. You must attend the entire workshop and complete a résumé to earn a Work Ready Youth (WRY) certificate. Completion of a Work Ready Youth Certificate is an eligibility requirement for many Youth programs and highly recommended for all programs.