
WORKSHOPS & LABS FOR MARCH, 2013

TO SIGN-UP FOR THE FOLLOWING WORKSHOPS GO TO: WWW.PPWFC.ORG

VETERANS AND OTHER COVERED PERSONS ARE ENTITLED TO PRIORITY OF SERVICE IN ALL U.S. DOL FUNDED EMPLOYMENT AND TRAINING PROGRAMS IN ACCORDANCE WITH PUBLIC LAW 107-288

NEW WORKSHOP TO HELP GET YOUR JOB SEARCH STARTED . . .

JOB SEARCH 101: H.I.R.E.D. (HELPFUL INFORMATION ON RESOURCES, EMPLOYMENT, AND DEVELOPMENT): Learn how the services available at the Pikes Peak Workforce Center and throughout the community can help you expand your job search techniques! Have you been spinning your wheels on the job search path and not getting results? This workshop is the answer!

1. Registration online at www.ppwfc.org. Seating is limited to 25 people per session every Wednesday (8:30 a.m.) and Friday (1:30 p.m.), starting on March 13 and 15.
2. Basic computer skills, as defined on page 5, in Workshop schedule are desirable.
3. Participants should follow the instructions on the workshop schedule regarding arranging childcare for children during this time to avoid distracting the other workshop participants.
4. Standby may be available if session is not full.

FOR WORKSHOP DESCRIPTIONS SEE PAGES 4 & 5.

ALL WORKSHOPS ARE IDENTIFIED BY THEIR WORKSHOP NUMBER.

TO SIGN-UP FOR WORKSHOPS GO ONLINE, UNLESS OTHERWISE NOTED.

RESUME: MY RESUME NEEDS WORK? HOW CAN I GET HELP?

RESUME 101: BUILD A BASIC RESUME

Wednesdays, March 13 & 27 • 10 am - 12:00 noon

RESUME 201: CREATE A BETTER RESUME

Wednesdays, March 6 & 20 • 10 am - 12 noon - OR -
Thursday, March 14 & 28 • 2 - 4 pm

RESUME 301: FEDERAL JOBS: HOW TO APPLY

Thursdays, March 21 & 28 • 8:30 - 11:30 am • Vet priority
Register at the Information Desk or call 667-3700

RESUME 401: ONE-ON-ONE RESUME REVIEW

By appointment only - visit the Information Desk or call 667-3700



INTERVIEWS: HOW DO I GET READY?



INTERVIEW 101: PREPARING FOR THE INTERVIEW

Tuesdays, March 5 & 19 • 10 am - 12 noon

INTERVIEW 201: MOCK INTERVIEW COACHING

By appointment only -- visit the Information Desk or call 667-3777

JOB SEARCH: HOW DO I START MY JOB SEARCH?

JOB SEARCH 101: H.I.R.E.D.

Every Wednesday • 8:30 - 11 am

Every Friday • 1:00 - 4:30 pm

JOB SEARCH 201: ONLINE JOB SEARCH

Wednesdays, March 6 & 20 • 10 am - 12 noon

JOB SEARCH 301: NETWORKING: PAY IT FORWARD

Tuesdays, March 12 & 26 • 10 am - 12 noon

JOB SEARCH 401: SOCIAL MEDIA: EXPANDING YOUR CONNECTIONS

Mondays, March 11 & 25 • 2 - 4 PM



JOB SEARCH 501: JOB NETWORKING-GROUPS

Job Seeker Network Group • Mondays • 10 am - 12 noon • No registration needed

50+ Network Group • Thursdays • 10 am - 12 noon • No registration needed



CAREERS: HOW DO I DECIDE WHAT CAREER TO PURSUE?

CAREERS 101: PERSONALITY AND CAREER: MYERS-BRIGGS TYPE INDICATOR

Fridays, March 8 & 22 • 10 am - 12 noon

CAREERS 201: CSI: CAREER SCENE INVESTIGATION

Available during Open Lab hours only

COMPUTER SKILLS: HOW DO I IMPROVE MY COMPUTER SKILLS?

STEP ONE – TYPING OR KEYBOARDING

The first step in mastering the computer is learning how to keyboard or type. To complete online applications, cover letters, and resumes you must learn basic typing skills. Come to the Open Lab or use your computer at home to learn keyboarding skills using free online tutorials.

www.goodtyping.com • www.sense-lang.org/typing

An instructor is available to assist you in the Open Lab.

Open Lab Hours

**MONDAY, 3 - 5 PM • TUESDAY, 9 AM – 12 NOON •
WEDNESDAY, 3 - 5 PM • THURSDAY, 9 AM – 12 NOON •
FRIDAY, 9 AM - 2 PM**

STEP TWO – BEGINNING COMPUTER SKILLS-INSTRUCTOR-LED WORKSHOPS

Note: These sessions are for job seekers with little or no computer ability. Sign up is available online or at the information desk in the Resource Center.

BASIC COMPUTER SKILLS – PART 1

Thursday, March 14 from 1 - 4 pm

Covers use of mouse and Windows, task bar, and minimizing/maximizing

Prerequisite: must have basic knowledge of how to use a mouse and ability to type a minimum 10 words per minute on the keyboard.

MICROSOFT WORD SKILLS – PART 2

Thursday, March 28 from 1 - 4 pm

Covers word processing, cut/paste, and font changes

Prerequisite: Must have attended *Basic Computer Skills - Part 1* workshop or must have basic knowledge of how to use a mouse, Windows, and ability to type a minimum 10 words per minute on the keyboard

(IF YOU ARE UNABLE TO ATTEND THE WORKSHOPS YOU MAY COMPLETE BEGINNING LEVEL TUTORIALS DURING OPEN LAB. THESE TUTORIALS INCLUDE: THE MOUSE, COMPUTER BASICS, THE INTERNET AND BEGINNING WORD. IT IS RECOMMENDED YOU ATTEND THE WORKSHOPS IF POSSIBLE BECAUSE THEY INCLUDE HANDS ON ACTIVITIES.)

STEP THREE – COMPUTER SKILLS CERTIFICATE

Microsoft Office 2010: Beginning and Intermediate Word, Excel, and PowerPoint

This is a self-paced training program based on computer tutorials and hands on exercises.

This course requires participants to attend training a minimum of six hours per week. The average time to complete the training is 40-50 hours. A certificate is awarded at completion. Register online. You will be contacted when there is an opening. It may be a couple of weeks before you are contacted.

Prerequisite: must have basic computer skills and type at least 10 words per minute.

CareerReady Colorado Certificate

JOB SKILLS CREDENTIAL • THREE 1-HOUR TESTS

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OTHER COMPUTER WORKSHOPS AT PIKES PEAK LIBRARY DISTRICT WEBSITE - WWW.PPLD.ORG

OR

LEARN ON YOUR OWN AT WWW.GCFLEARNFREE.ORG AND WWW.GOODTYPING.COM

TO UPDATE YOUR PROFILE OR ACCESS JOB DATABASE GO TO WWW.CONNECTINGCOLORADO.COM
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WORKSHOP DESCRIPTIONS

CAREERS 101: PERSONALITY AND CAREER: MYERS-BRIGGS TYPE INDICATOR

Matching personality type and work is a fundamental part of career planning. This tool provides insights into your preferences for a more satisfying, fulfilling job.

CAREERS 201: CSI: CAREER SCENE INVESTIGATION

Computerized exploration tools to survey interests, occupations, required training, wages, and labor market information for your career plan.

Computer / Internet skills required (see page 6)

INTERVIEW 101: PREPARING FOR THE INTERVIEW

Interviewing begins with research and practice. Learn how to prepare for an interview as well as present yourself in the best way possible!

INTERVIEW 201: MOCK INTERVIEW COACHING: PRACTICE MAKES PERFECT!

Practice your interview and reduce anxiety in a live, one-on-one, mock interview.

Prerequisite: Must attend Preparing for the Interview workshop

JOB SEARCH 101: H.I.R.E.D.

H.I.R.E.D. (Helpful Information on Resources, Employment, and Development): Learn how the services available at the Pikes Peak Workforce Center and throughout the community can help you expand your job search techniques! Have you been spinning your wheels on the job search path and not getting results? This workshop is the answer!

JOB SEARCH 201: ONLINE JOB SEARCH

Learn about some of the resources available to you through Connecting Colorado as well as other online resources.

Computer / Internet skills / email address required (see page 6)

JOB SEARCH 301: NETWORKING: PAY IT FORWARD

In a tough economy with a highly competitive job market it is not just about who you know. Networking is not about trading business cards; it is about helping, assisting, sharing, supporting, and building relationships with others.

JOB SEARCH 401: SOCIAL MEDIA: EXPAND YOUR NETWORKING CONNECTIONS

LinkedIn is now a way of life, and if you are not using it in your job search you are missing opportunities. Come learn some of the ins and outs of using LinkedIn and improving your job search. Must have an active email account for this workshop

JOB SEARCH 501: JOB NETWORKING-GROUPS

For ongoing job search and support on trends and leads

RESUME 101: BUILD A BASIC RESUME

The best place to start if you have never written a resume or it has been quite some time since you updated your resume. This workshop is a hands-on opportunity to build a resume. Bringing a list of previous employers, education, and a flash drive, is recommended.

Provides beginner to intermediate instruction and guidance

RESUME 201: CREATING A BETTER RESUME

So you have a resume, is it a report or an advertisement? Having trouble getting calls from your resume? This workshop provides ideas and suggestions on how to spruce up your resume.

Prerequisite: Must have current resume or attended the Building a Basic Resume workshop. Provides intermediate to advanced resume guidance.

RESUME 301: FEDERAL JOBS: HOW TO APPLY!

This session provides hands-on help with the complex Federal Job Application process.

RESUME 401: ONE-ON-ONE RESUME REVIEW

Sit down with someone one-on-one for individual feedback on your resume.

Prerequisite: Must attend Building a Basic Resume and/or Creating a Better Resume workshop.

COMPUTER /INTERNET SKILLS REQUIRED

So, WHAT DOES “COMPUTER / INTERNET SKILLS REQUIRED” MEAN?

This means that to attend the workshop you must be able to perform the following computer tasks:

- Open a new document
- Enter type/text in document
- Save a document
- Create document in Microsoft Word
- Change font size/style
- Set/change margins
- Use bullets/numbering
- Indent paragraphs
- Edit/change text
- Find a saved document
- Print a document
- Use HELP feature in Word
- Use spelling/grammar check

In today’s job market and economy, NOT having basic computer skills is frequently a barrier to employment. If you need assistance in learning how to use the computer please see the training sessions: Basic Computer Skills - Part 1 and Microsoft Word Skills - Part 2

TRACK THE WORKSHOPS FOR WHICH YOU HAVE SIGNED UP

To keep track of the workshops for which you have signed up use the chart below. Write down the day and time of the workshops for which you have signed up.

For Example:

Workshop	Date	Day	Time
<i>Create a Better Resume</i>	<i>December 5</i>	<i>Wednesday</i>	<i>10 am - 12 noon</i>

Workshop	Date	Day	Time

PIKES PEAK WORKFORCE CENTER WORKSHOPS AND COMPUTER LAB SCHEDULE

MARCH				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
4 10 AM - 12 NOON JOB SEEKER NETWORK GROUP	5 10 AM - 12 NOON PREPARING FOR THE INTERVIEW	6 10 AM - 12 NOON CREATE A BETTER RESUME 10 AM - 12 NOON ONLINE JOB SEARCH	7 10 AM - 12 NOON 50+ NETWORK GROUP 11 AM - 5 PM YOUTH SUMMER JOB FAIR (GSJH) DOUBLETREE HOTEL	8 10 AM - 12 NOON PERSONALITY AND CAREERS
11 10 AM - 12 NOON JOB SEEKER NETWORK GROUP 2 - 4 PM SOCIAL MEDIA	12 10 AM - 12 NOON NETWORKING: PAY IT FORWARD	13 8:30 - 11:30 AM H.I.R.E.D. 10 AM - 12 NOON BUILD A BASIC RESUME	14 10 AM - 12 NOON 50+ Network Group 1 - 4 PM BASIC COMPUTER SKILLS - PART 1 2 - 4 PM CREATE A BETTER RESUME	15 1:30 - 4:30 PM H.I.R.E.D.
18 10 AM - 12 NOON Job Seeker Network Group	19 10 AM - 12 NOON PREPARING FOR THE INTERVIEW	20 8:30 - 11:30 AM H.I.R.E.D. 10 AM - 12 NOON CREATE A BETTER RESUME 10 AM - 12 NOON ONLINE JOB SEARCH	21 9:30 - 11 AM FEDERAL JOBS: HOW TO APPLY 10 AM - 12 NOON 50+ NETWORK GROUP	22 10 AM - 12 NOON PERSONALITY AND CAREERS 1:30 - 4:30 PM H.I.R.E.D.
25 10 AM - 12 NOON JOB SEEKER NETWORK GROUP 2 - 4 PM SOCIAL MEDIA	26 10 AM - 12 NOON NETWORKING: PAY IT FORWARD	27 8:30 - 11:30 AM H.I.R.E.D. 10 AM - 12 NOON BUILD A BASIC RESUME	28 10 AM - 12 NOON 50+ NETWORK GROUP 1 - 4 PM MICROSOFT WORD SKILLS - PART 2 2 - 4 PM CREATE A BETTER RESUME	29 1:30 - 4:30 PM H.I.R.E.D.