

Description of Workshops

All workshops are offered in-person and virtually

<p>Virtual Etiquette 1 hr.</p>	<ul style="list-style-type: none"> • Tips to follow as you embark on this new way of interacting with employers and instructors during interviews, conferences and meetings. • How to use various platforms in today’s virtual world.
<p>Arizona Career Readiness Credential (ACRC) 1 hr</p>	<ul style="list-style-type: none"> • How to obtain your ACRC. • Better your opportunities to advance in your career. • Be a job candidate with ACRC for employers.
<p>Resume 2 hrs.</p>	<ul style="list-style-type: none"> • The role of the Resume in your Job Search activities. • How to choose a format—which is best for you. • Resume Guidelines.
<p>Interviewing with Confidence 3 hrs</p>	<ul style="list-style-type: none"> • Pre and Post Interview Preparation. • How to Negotiate and Ace the Interview • Helpful interviewing tips. • First Impressions Count/Dress to Impress.
<p>Career Exploration 2 hrs.</p>	<ul style="list-style-type: none"> • Targeting Occupations In Demand. • Labor Market Information. • Developing a Strategy for your Job Search. • Career Pathway Assessment.
<p>Introduction to Online Learning 1 hr.</p>	<ul style="list-style-type: none"> • How to upgrade your skills with self-paced courses. • New skills to help you be more attractive to employers. • LinkedIn Learning – expert-led online courses. • Essential Education – educational courses.
<p>Job Club 2 hrs</p>	<ul style="list-style-type: none"> • Networking and branding in-person and online in today’s workforce. • Job leads and online applications. • Employers invited to interview on spot. • Various weekly topics to improve the effectiveness of your job search. • Strategies on how to approach new employers.

This is an equal opportunity employer/program. Auxiliary aids & services are available upon request to individuals with disabilities.