

**Please Note:**

Workshops marked with (\*\*) are the only workshops that count towards your UI job search

### ESSENTIAL WORKSHOPS

*Admission is first-come, first served.*

**\*\* Skills & Job Search Techniques**

**Monday, August 3 & 17** 9:00 am – 12:00 pm

What are transferable skills? Am I ready for the job market? How to job search.

**\*\* Perfecting Applications**

**Tuesday, August 4 & 18** 9:30 am – 11:30 am

Organize and communicate your skills and abilities in an effective application.

**\*\* Interviewing Techniques**

**Wednesday, August 5 & 19** 1:30 pm – 4:30 pm

Learn valuable tips and be prepared for your next job interview.

**\*\* Effective Resumes & Cover Letters**

**Thursday, August 6 & 20** 1:30 pm – 4:30 pm

Convey to an employer who you are, what you know & what you have to offer.

**\*\* Multicultural Employment & Resource Awareness**

**Mondays** 10:00 am – 12:00 pm

*(Presented in Russian, Ukrainian, and Moldavian/Romanian)*

Information regarding employer expectations and job search for Job Seekers whose primary language is listed above.

**Healthcare Signup**

**Tuesdays** 8:00 am – 1:00 pm

Bring photo ID, Social Security card & most recent paycheck, if working.

**\*\* WorkSource General Orientation**

**Wednesdays** 9:00 am – 12:00 pm

Orientation of the WorkSource Pierce system; re-employment, training/re-training, and career assessment resources.

**\*\* Managing Stress**

**Wednesdays** 10:30 am – 12:00 pm

An opportunity to learn more about stress and its impact on each of us. Learn the basics on how to deal with stress in your life.

**\*\* Job Club**

**Wednesdays** 1:00 – 3:00 pm

Eliminate barriers to employment by learning further job search, resume, interviewing, and placement skills.

**\*\* Basic Computer Classes**

**Fridays** 8:30 am – 10:00 am

Basic computer class for those just beginning to use a computer. Please bring a small capacity USB Drive to copy your files.

**\*\* Market Yourself!!**

**Tuesday, August 4<sup>th</sup>**

**9:00 am – 11:30 pm**

Learn strategies important in effectively marketing your skills to employers. Build a Master Resume from which to apply for federal, state or corporate applications, and use marketing tools to broadcast your message.

**\*\* What's My Next Move??**

**Tuesday, August 4<sup>th</sup>**

**2:00 – 3:30 pm**

Thinking of a new career but unsure how to start? In this hands-on lab, you will use online resources to find IN DEMAND careers that match your interests. Plan your path to a new career. Basic internet navigation skills required.

**LinkedIn Workshops**

**\*\*Part A: August 7<sup>th</sup>**

**11:00 am – 12:30 pm**

Have you heard of LinkedIn? LinkedIn is a business-related social networking site that can help you with your job search. This hands-on workshop covers the essential elements in creating a basic profile.

**\*\*Part B: August 14<sup>th</sup>**

**11:00 am – 12:30 pm**

Have you set up a LinkedIn profile? Expand your network, search for LinkedIn-advertised jobs, and company research. MUST have a LinkedIn account.

**Open Lab: August 21<sup>st</sup>**

**11:00 am - 12:30 pm**

Staff is available to assist with your LinkedIn profile, networking, etc. (NOTE: LinkedIn Open Lab will NOT count toward your job search.)

**\*\* Social Media & Job Search**

**Tuesday, August 11<sup>th</sup>**

**10:00 – 11:30 am**

The new approach to job search has to reflect advances in current technology. This class shares ideas on using social media to your advantage.

**\*\* Work for the State of Washington**

**Tuesday, August 11<sup>th</sup>**

**1:00 – 2:30 pm**

Learn to use the Careers.wa.gov website, target resumes, complete supplemental questionnaires to get noticed by state employers.

**\*\* Mature Jobseekers**

**Tuesday, August 18<sup>st</sup>**

**10:00 am – 12:00 pm**

Tips for job seekers who fear their age is a barrier to employment. Debunking myths of maturity, de-aging your resume and other age-related concerns.

**Financial Aid (FAFSA) Application Session**

**Monday, August 24<sup>th</sup>**

**2:00 – 4:00 pm**

Must have earned GED/HS diploma; basic keyboarding skills; if you filed taxes, bring: 2014 1040/1040A/1040EZ returns, or if under age 24, your parents tax info UNLESS you are married or a non-dependent parent.

**\*\* Jump Start Your Business!**

**Tuesday, August 25<sup>th</sup>**

**10:00 am – 12:00 pm**

For individuals looking into their own business. Topics include protecting personal assets, license requirements, financing and business planning.

**\*\* Job Search with the Cloud NEW!**

**Monday, August 10<sup>th</sup>**

**2:00 – 3:30 pm**

Join Pierce County Librarians for an interactive workshop in cloud computing. We will also explore many other free job search resources provided by the Pierce County Library. Limited to first 9 attendees.

**AUGUST 2015**

Monday	Tuesday	Wednesday	Thursday	Friday
3 <a href="#">**Skills &amp; Job Search Techniques</a> 9:00 am – 12:00 noon <a href="#">**Multicultural Resources (Russian, etc.)</a> 10:00 am – 12:00 pm	4 <a href="#">Healthcare Signup</a> 8:00 am - 1:00 pm <a href="#">**Market Yourself!!</a> 9:00 – 11:30 am <a href="#">**Applications</a> 9:30 – 11:30 am <a href="#">**What's My Next Move?</a> 2:00 pm – 3:30 pm (Limited to 9 attendees)	5 <a href="#">**WS General Orientation</a> 9:00 am – 12:00 noon <a href="#">**Managing Stress</a> 10:30 am – 12:00 pm <a href="#">**Job Club</a> 1:00 – 3:00 pm <a href="#">**Interviewing Techniques</a> 1:30 pm – 4:30 pm	6 <a href="#">**Resumes &amp; Cover Letters</a> 1:30 pm – 4:30 pm	7 <a href="#">**Basic Computer Class</a> 8:30 – 10:00 am <a href="#">**LinkedIn PART A</a> 11:00am – 12:30 pm (Limited to 9 attendees)
10 <a href="#">**Multicultural Resources (Russian, etc.)</a> 10:00 am – 12:00 pm <a href="#">**Job Search with the Cloud NEW!</a> 2:00– 3:30 pm (Limited to 9 attendees)	11 <a href="#">Healthcare Signup</a> 8:00 am - 1:00 pm <a href="#">**Social Media &amp; Job Search</a> 10:00 – 11:30 am <a href="#">**Work for the State of Washington</a> 1:00 - 2:30 pm	12 <a href="#">**WS General Orientation</a> 9:00 am – 12:00 noon <a href="#">**Managing Stress</a> 10:30 am – 12:00 pm <a href="#">**Job Club</a> 1:00 – 3:00 pm	13	14 <a href="#">**Basic Computer Class</a> 8:30 – 10:00 am <a href="#">**LinkedIn PART B</a> 11:00am – 12:30 pm (Limited to 9 attendees)
17 <a href="#">**Skills &amp; Job Search Techniques</a> 9:00 am – 12:00 noon <a href="#">**Multicultural Resources (Russian, etc.)</a> 10:00 am – 12:00 pm	18 <a href="#">Healthcare Signup</a> 8:00 am - 1:00 pm <a href="#">**Applications</a> 9:30 – 11:30 am <a href="#">**Mature Jobseekers</a> 10:00 am – 12:00 pm	19 <a href="#">**WS General Orientation</a> 9:00 am – 12:00 noon <a href="#">**Managing Stress</a> 10:30 am – 12:00 pm <a href="#">**Job Club</a> 1:00 – 3:00 pm <a href="#">**Interviewing Techniques</a> 1:30 pm – 4:30 pm	20 <a href="#">**Resumes &amp; Cover Letters</a> 1:30 pm – 4:30 pm	21 <a href="#">**Basic Computer Class</a> 8:30 – 10:00 am <a href="#">LinkedIn Open Lab</a> 11:00am – 12:30 pm (Limited to 11 attendees)
24 <a href="#">**Multicultural Resources (Russian, etc.)</a> 10:00 am – 12:00 pm <a href="#">Financial Aid (FAFSA) Application Session</a> 2:00 pm – 4:00 pm	25 <a href="#">Healthcare Signup</a> 8:00 am - 1:00 pm <a href="#">**Jump Start Your Business!</a> 10:00 am – 12:00 pm	26 <a href="#">**WS General Orientation</a> 9:00 am – 12:00 noon <a href="#">**Managing Stress</a> 10:30 am – 12:00 pm <a href="#">**Job Club</a> 1:00 – 3:00 pm	27	28 <a href="#">**Basic Computer Class</a> 8:30 – 10:00 am
31 <a href="#">**Multicultural Resources (Russian, etc.)</a> 10:00 am – 12:00 pm	<p><b><a href="#">**WorkSource on Wheels:</a></b></p> <p>Partnership between WorkSource &amp; the Pierce County Library System.</p> <p>Registration for classes is recommended. Go to <a href="http://www.piercecountylibrary.org/calendar">www.piercecountylibrary.org/calendar</a>, and check under Events and Programs in the Find Events list.</p>			

EQUAL OPPORTUNITY – EQUAL ACCESS

WorkForce Central and WorkSource Washington are equal opportunity employers and providers of employment and training services. Auxiliary aids and services are available upon request for individuals with disabilities. Language services for clients are provided free of charge. WA Relay Services: 1-800-833-6384