

Workshops

December 2016

★ **Metro Employment Center**
720 S. 200 E. • Salt Lake City

Register for reserved seating.
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
Dec 5	1:00 PM–3:30 PM
Dec 21	1:00 PM–3:30 PM
INTERVIEWING SKILLS:	
Dec 12	1:00 PM–3:30 PM
JOB SEARCH STRATEGIES:	
None	
PROFESSIONALISM IN THE WORKPLACE:	
None	
*LINKEDIN #1:	
Dec 6	1:00 PM–3:30 PM
*LINKEDIN #2:	
Dec 27	1:00 PM–3:30 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

**Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.*

continued

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

americanjobcenter®

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Life Skills	
BUDGETING AND CREDIT:	
Budgeting - Dec 6	8:45 AM-12:15 PM - TIER 1
Credit - Dec 8	8:45 AM-12:15 PM - TIER 1
FOOD SENSE - USU EXTENSION:	
Dec 27	9:00 AM-10:00 AM
FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE:	
None	
STRENGTHENING THE COUPLE RELATIONSHIP:	
None	
PARENTING WITH LOVE AND LOGIC:	
None	

BUDGETING AND CREDIT: Learn how to budget, save, repay debt and build credit.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another’s differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

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