

# Quality Jobs • Qualified Workers

Whether you are looking for work, changing careers, or exploring new career options, the Pima County One-Stop Career Center connects job seekers – youth, adults, veterans and laid-off workers – to a network of employment, training, and educational programs in Pima County.

The Kino One-Stop Center at 2797 E. Ajo Way assists workers who have been laid off. All other job seekers are served at the Rio Nuevo One-Stop Center in the Tortolita Building at 340 N. Commerce Park Loop.

The following classes are designed to introduce you to resources and polish your job search skills.

## Classes may be scheduled by calling:

Kino Service Center, 520-243-6700  
Rio Nuevo Center, 520-724-7650  
Monday-Friday 8 a.m.-5 p.m.

**IMPORTANT:** If you are unable to attend, please call to cancel no later than 24 working hours before the seminar, so that your seat may be reassigned.

### Introduction to One-Stop Services

**1-hour seminar** – Learn about One-Stop services such as Job Search Assistance, Career Counseling, Funding for Training, Job Readiness Seminars, Employer Recruitments, Veterans' Priority of Service and more. (This Seminar is mandatory for all clients seeking One-Stop service.)

### Employability Skills (ES)

**2-day seminar; 7 hours each day** – Necessary for all One-Stop customers to identify transferable skills as applied to applications, interviewing, resume writing, cover and thank-you letters; creative job search,

and job retention. (This seminar is mandatory for all clients seeking training funds and also before attending Resume Writing, Succeed at Work, Career Exploration, and Practice Interviewing seminars.)

### 50+ Employability Skills (ES 50+)

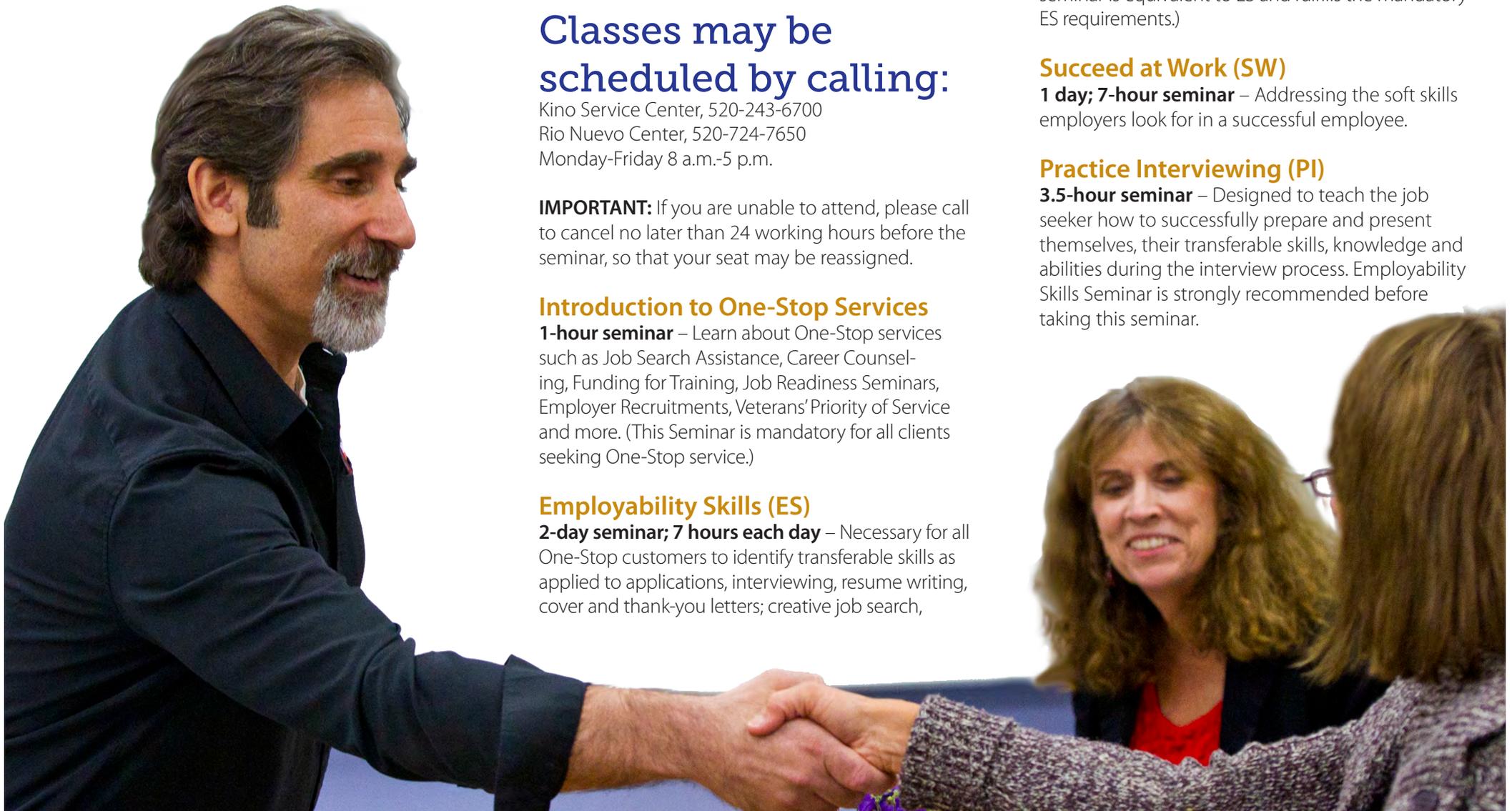
**4-day seminar; 4 hours each day** – Learn strategies to cope with age discrimination, disability and other barriers. Discover new methods in completing a job application, resume writing, marketing your skills and accomplishments along with effective interviewing, building a network and more. (This seminar is equivalent to ES and fulfills the mandatory ES requirements.)

### Succeed at Work (SW)

**1 day; 7-hour seminar** – Addressing the soft skills employers look for in a successful employee.

### Practice Interviewing (PI)

**3.5-hour seminar** – Designed to teach the job seeker how to successfully prepare and present themselves, their transferable skills, knowledge and abilities during the interview process. Employability Skills Seminar is strongly recommended before taking this seminar.



## Career Exploration (CE)

**12-hour seminar** – Facilitates discussions examining personal career options through manual and computer-based self-assessments, also reviews labor market information. (Employability Skills Seminar is strongly recommended and basic keyboarding is a prerequisite for this seminar.)

## Resume Writing Lab (RS)

**4-hour seminar** – Customer will create a functional resume using WinWay computer software under the direction of an instructor; customer will use a computer to type their work history, and save and print their resume. (Employability Skills Seminar is strongly recommended and basic keyboarding is a prerequisite for this seminar.)

## Computer Fundamentals for Employment Seekers (CF)

**Each taught in modules 4 hours each day.**

**Computer Basics Skills – 4 hours** (half day) – An introduction to computers for those with little or no computer experience.

**Introduction to Internet Job Search – 4 hours** (half day) – Practice online job search techniques for online applications, email, attaching documents and saving documents. (Students must have experience using a computer.)



## Microsoft Word and Excel Basics – 12 hours

(3 half days) – Learn keyboarding shortcuts, understanding computer and software for MS Word and Excel. (Students must have experience in using a computer.)

## PESCO – Sage

**3-hour assessment** – Individual computerized occupational assessments administered in a group setting to determine aptitudes, including general learning ability and vocational interests. (Students must have basic experience in using a computer.)

## Career Exploration for Veterans (CE-V)

**3-hour seminar** – Veterans will meet employers and service providers to gain insight into the current labor market, related issues and job opportunities. They may examine their transferable skills from military experiences in relation to new career choices, through discussion and computerized assessments. (Open to all Veterans.)

## An Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with disabilities.



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### Pima County Administrator

Chuck Huckelberry

# Seminar Descriptions 2014



Pima County  
**One-Stop**  
Career Center

