

Seminar Descriptions 2014

Pima County Community Services One-Stop Career Center

Classes may be scheduled by calling:

Kino Service Center 243-6700 or Rio Nuevo 724-7650 Monday - Friday 8:00am - 5:00pm

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.

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 also before attending Resume Writing, Succeed at Work, Career Exploration, and Practice Interviewing Seminar.]**

50+ Employability Skills: (ES 50+)

4 half-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, accomplishments along with effective interviewing, building a network - and more. **[This Seminar is equivalent to ES and fulfills the mandatory ES qualifications]**

Succeed at Work (SW)

1 Day; 7 Hours 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. **[Taking the Employability Skills Seminar is a pre-requisite.]**

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 a pre-requisite 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, save and print their resume.

[Employability skills Seminar and computer usage are pre-requisite for this Seminar.]

Computer Fundamentals for Employment Seekers (CF)

Each taught in modules 4 hours each day

Computer Basics Skills – 4 hours (½ day) – An introduction to computers for those with little or no computer experience.

Introduction to Internet Job Search - 4 hours (½ 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 and issues related job opportunities and may examine their transferable skills from military experiences in relation to new career choices, through discussion and computerized assessments. [***Open to all Veterans.***]

Youth Employability Skills (YES)

6-hour Summer Youth Employment Program - offered under specified circumstances. Seminar includes introduction to skills, applications, resumes, cover letters, practice interviewing, thank you letters, dress for success, job retention, creative job search, and budgeting.