

# Employment Workshops

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## Pre-employment Workshops

**Identifying Your Skills** – Necessary for all One-Stop customers to identify transferable skills as applied to applications, interviewing, resume writing, creative job searches and soft-skills training.

**Identifying Your Skills for 50+** – Learn strategies to cope with age discrimination, disabilities and other barriers. Practice current methods for job application, resume writing, marketing skills and accomplishments, interviewing, building a network; and more.

**Career Exploration Assessments** – help to determine aptitudes, including general learning ability and vocational interests.

**Practice Interviewing**– Designed to teach job-seekers how to successfully prepare and present themselves, their transferable skills, knowledge and abilities during interviews.

**Resume Writing Lab** – Job-seekers will create a functional resume using WinWay software.

## Computer Fundamentals

**Computer Basics**– An introduction to computers for those with little or no computer experience.

**Intro to Internet Job Search** – Practice online job-search techniques for applications, emails, virtual meetings and attaching and saving documents

**Microsoft Word and Excel Basics** – Learn how to use software for word processing and basic spreadsheets. (Computer experience required.)

## Employment Workshops

**Self-Employment** – This workshop helps develop or clearly define a self-employment plan for prospective independent contractors or sole proprietorships. Useful in the current “Gig Economy”.

**Networking Club** – Job seekers meet employers and service providers to gain insights into the current labor market, related issues and job opportunities.

Classes can be done in- person and some online.

Call today for more information: Kino Service Center 520-724-7700 or Rio Nuevo Center 520-724-7650

## For Youths Ages 16 to 24

**Identifying Your Skills for Youth**- Necessary for all youth customers to identify transferable skills as applied to applications, interviewing, resume writing, thank-you letters, creative job searches and soft-skills training.

**Leadership**- Develop confidence and poise. Learn responsibility. Build soft skills in the workplace.

**Financial Literacy**- Topics include money value, credit, paychecks and budgeting to set goals.

Classes can be done in- person or online.

Call today for more information: Youth Employment One-Stop Center 520-724-9649