**Columbus Midtown Career Center**



**February, 2020**

**2601 Cross Country Drive | Columbus, GA | 31906**

[**www.goodwillsr.org**](http://www.goodwillsr.org) **706.256.1837**

Monday – Thursday 9:00 a.m. – 6:00 p.m.

Friday 9:00 a.m. – 3:00p.m.

**General Orientation is required and offered Monday – Thursday at 9:30am & 2:30pm and Friday at 9:30am**

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| **Mon** | **Tue** | **Wed** | **Thu** | **Fri**  | **Sat** |
| **Ask a Career Center Specialist about:****VIP Program Benefits, GED classes, Ticket to Work****ESL (English Second-Language)****Resources to support your job search as a VIP client** |  |  |  |  |  **1*****Job Search Tip*****Look for keywords in the job postings****VITA OPEN 9am-3pm** |
|  |  |  |  |   |
| **3** | **4** | **5** | **6** | **7** | **8** |
| **Job Searching**11:00am**Work Ethics & Professionalism**3:30pm **VITA OPEN 9am-7pm** | **Resume Workshop**11:00am**Interview Skills** 3:30pm**VIP Career Exploration I**4:30pm**VITA OPEN 9am-6pm** | **Computer Skills & Email**11:00am**Open Computer Learning at GCF Learn Free** **Time Management** 3:30pm**VITA OPEN 9am-6pm** |  **Communication Skills**11:00am**Conflict Resolution**3:30pm**VIP Career Exploration II****4:30pm****VITA OPEN 9am-6pm** | **Resume Workshop**10:30am**VIP Mock Interviews by****appointment** **VIP Career Planning by****appointment**  **VITA OPEN 9am-3pm** | ***Job Search Tip*****Update your contact information in your resume****VITA OPEN 9am-3pm** |
| **10** | **11** | **12** | **13** | **14** | **15** |
| **Conflict Resolution**11:00am**Communication Skills**3:30pm**VIP Career Exploration I**  4:30pm**VITA OPEN 9am-7pm** | **Work Ethics & Professionalism**11:00am**Job Searching**3:30pm**VITA OPEN 9am-6pm** | **Job Fair – First Choice Personnel** 9am-12pm**Interview Skills** 11:00pm**Resume Workshop**3:30am**VIP Career Exploration I I** 4:30pm**VITA OPEN 9am-6pm** | **Time Management** 11:00am**Computer Skills & Email**3:30pm**Open Computer Learning at GCF Learn Free** **VITA OPEN 9am-6pm** | **Resume Workshop**10:30am**VIP Mock Interviews by****appointment**  **VIP Career Planning by****appointment**  **VITA OPEN 9am-3pm** | ***Job Search Tip**** https://d.adroll.com/cm/index/out?adroll_fpc=fab5b54cf6c219f47429fcd6307c1576-1576010825022&xid_ch=f&advertisable=KQSNZBVBLJAM3BX2CPEMMLhttps://d.adroll.com/cm/n/out?adroll_fpc=fab5b54cf6c219f47429fcd6307c1576-1576010825022&xid_ch=f&advertisable=KQSNZBVBLJAM3BX2CPEMMLhttps://d.adroll.com/cm/r/out?adroll_fpc=fab5b54cf6c219f47429fcd6307c1576-1576010825022&xid_ch=f&advertisable=KQSNZBVBLJAM3BX2CPEMML

**Replace your “Objective” with a Professional Summary** **VITA OPEN 9am-3pm** |
| **17****Computer Skills & Email**11:00am**Open Computer Learning at GCF Learn Free** **Time Management** 3:30pm**VITA OPEN 9am-7pm** | **18****Job Fair – WT Miller** 9am-1pm**Communication Skills**11:00am**Conflict Resolution**3:30pm**VIP Career Exploration I****4:30pm****VITA OPEN 9am-6pm** | **19****Job Fair – State Department of Corrections** 9am-1pm**Job Searching**11:00am**Work Ethics & Professionalism**3:30pm **VITA OPEN 9am-6pm** | **20****Maintenance Hiring Event – Multiple Employers** 10am-2pm**Resume Workshop**11:00am**Interview Skills** 3:30pm**VIP Career Exploration I I** 4:30pm**VITA OPEN 9am-6pm** | **21****Resume Workshop**10:30am**VIP Mock Interviews by****appointment**  **VIP Career Planning by****appointment**  **VITA OPEN 9am-3pm** | **22*****Job Search Tip*****Customized Resumes & Cover Letters****VITA OPEN 9am-3pm** |
| **24****Interview Skills** 11:00pm**Resume Workshop**3:30pm**VIP Career Exploration I** 4:30pm**VITA OPEN 9am-7pm** | **25****Time Management** 11:00am**Computer Skills & Email**3:30pm**Open Computer Learning at GCF Learn Free** **VITA OPEN 9am-6pm** | **26****Recruitment Event – US Census Bureau – 10am or 1pm****Conflict Resolution**11:00am**Communication Skills**3:30pm**VIP Career Exploration I I** 4:30pm**VITA OPEN 9am-6pm** |  ***27*****Job Fair – Ft. Benning MWR** 9am – 12pm**Work Ethics & Professionalism**11:00am**Job Searching**3:30pm**VITA OPEN 9am-6pm** | **28****Resume Workshop**10:30am**VIP Mock Interviews by****appointment**  **Paz Financeria – Leap into a Better $$$ Future** 12-2pm**VIP Career Planning by****appointment**  **VITA OPEN 9am-3pm** | **29*****Job Search Tip*****Formatting that will get an employer’s attention https://d.adroll.com/cm/index/out?adroll_fpc=fab5b54cf6c219f47429fcd6307c1576-1576010825022&xid_ch=f&advertisable=KQSNZBVBLJAM3BX2CPEMMLhttps://d.adroll.com/cm/n/out?adroll_fpc=fab5b54cf6c219f47429fcd6307c1576-1576010825022&xid_ch=f&advertisable=KQSNZBVBLJAM3BX2CPEMMLhttps://d.adroll.com/cm/r/out?adroll_fpc=fab5b54cf6c219f47429fcd6307c1576-1576010825022&xid_ch=f&advertisable=KQSNZBVBLJAM3BX2CPEMML** **VITA OPEN 9am-3pm** |

Career Center VIP Program

Let us help you become “Career Ready”. Complete each of the classes on the Career Center VIP Program card to become a Career Center VIP. VIP services include:

* Entrance into a monthly gift card drawing (during the month of completion)
* Priority assistance with job searching, job applications, and resume preparation
* Referrals to “hot jobs”
* Early access to job fairs and other special events

See a Career Center Specialist today to become a VIP!

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| **CALENDAR DETAILS**  |
| **Orientation**: All clients are required to complete orientation before use of services or resources. This class goes over the Career Center policies and gives an overview of the programs offered by GoodwillSR.**Orientation Schedule: 9:30 am** & **2:30pm Monday – Thursday; 9:30 am Friday*****We are closed for lunch daily from 1-2 and 1-1:30 on Fridays through January 25, 2019 – we will not close for lunch during VITA Tax Season.*** |
| **VIP Career Exploration**: This lab and workshop teaches you about you! You will learn about your personality in the workplace and filter through your career interests to gain a better understanding of the best career options for you. This will aid in a more successful job search.  |
| **Resume Workshop**: This workshop teaches you how to write an effective and professional resume. Please bring work history (Employer name and address, position titles, dates, job descriptions), 4 to 5 references, and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc). |
| **Interview Skills Workshop**: Learn how to **WIN** at the interview! The interview skills class is designed for any and everyone preparing for their next employment opportunity. This workshop will also cover how to “dress for success”. |
| **Computer Skills & Email Workshop**:This class covers basic computer skills. You are taught the basic skills needed to operate a computer for writing a resume, online job searching, etc. We will also cover e-mail basics and help create your own professional e-mail address if needed to assit you in your job search. |
| **Time Management Workshop**: Learn how to use your time effectively to be more efficient in the workplace. |
| **Conflict Resolution Workshop**: The purpose of this workshop is to teach you the proper way to handle conflict in the workplace. Many of the techniques can be applied to personal issues as well. |
| **Communiction Workshop:** To an employer, good communication skills are essential! Learn how active listening can improve the way you communicate with employers, co-workers, and customers and learn how to interpret information received from others. |
| **Job Searching & Professionalism:** This class will go over the latest trends in performing a successful job search. We will also cover key elements of professionalism in the workplace so once you get the job, you keep the job! |
| **Work Ethics:** This class will go over the difference between ethical and unethical behavior in the workplace. We will also discuss the consequences of unethical behavior in the workplace. |
| **VIP Mock Interview:** The interview might be the final step before you get the job! You have prepared, now let us help you put your knowledge to the test and practice an actual job interview with you. This mock interview will be tailored to fit the job description in which you are applying. Please dress for an interview, bring a job description of the postion you are interested in, and bring your resume! |

