

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

Mon	Tue	Wed	Thu	Fri	Sat
<p>2</p> <p>Job Searching 11:00am</p> <p>Work Ethics & Professionalism 3:30pm</p> <p>VITA OPEN 9am-7pm</p>	<p>3</p> <p>Resume Workshop 11:00am</p> <p>Interview Skills 3:30pm VIP Career Exploration I 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>4</p> <p>Computer Skills & Email 11:00am</p> <p>Open Computer Learning at GCF Learn Free Time Management 3:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>5</p> <p>Job and Resource Fair – Multi-Vendor 10am-2pm Frank D Chester Rec Center</p> <p>Communication Skills 11:00am</p> <p>Conflict Resolution 3:30pm VIP Career Exploration II 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>6</p> <p>Resume Workshop 10:30am</p> <p>VIP Mock Interviews by appointment</p> <p>VIP Career Planning by appointment</p> <p>VITA OPEN 9am-3pm</p>	<p>7</p> <p>Job Search Tip</p> <p>Attend job fairs to meet employers</p> <p>VITA OPEN 9am-3pm</p>
<p>9</p> <p>Conflict Resolution 11:00am</p> <p>Communication Skills 3:30pm VIP Career Exploration I 4:30pm</p> <p>VITA OPEN 9am-7pm</p>	<p>10</p> <p>Work Ethics & Professionalism 11:00am</p> <p>Job Searching 3:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>11</p> <p>Interview Skills 11:00pm</p> <p>Resume Workshop 3:30am</p> <p>VIP Career Exploration I I 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>12</p> <p>Time Management 11:00am</p> <p>Computer Skills & Email 3:30pm</p> <p>Open Computer Learning at GCF Learn Free</p> <p>VITA OPEN 9am-6pm</p>	<p>13</p> <p>Resume Workshop 10:30am</p> <p>VIP Mock Interviews by appointment</p> <p>VIP Career Planning by appointment</p> <p>VITA OPEN 9am-3pm</p>	<p>14</p> <p>Job Search Tip</p> <p>Highlights relevant skills up front in your resume</p> <p>VITA OPEN 9am-3pm</p>
<p>16</p> <p>Computer Skills & Email 11:00am</p> <p>Open Computer Learning at GCF Learn Free</p> <p>Time Management 3:30pm</p> <p>VITA OPEN 9am-7pm</p>	<p>17</p> <p>Job Fair – Hostess 10:30am-2:30pm</p> <p>Communication Skills 11:00am</p> <p>Conflict Resolution 3:30pm VIP Career Exploration I 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>18</p> <p>Job Fair – State Department of Corrections 9am-1pm</p> <p>Job Searching 11:00am</p> <p>Work Ethics & Professionalism 3:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>19</p> <p>Resume Workshop 11:00am</p> <p>Interview Skills 3:30pm</p> <p>VIP Career Exploration I I 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>20</p> <p>Resume Workshop 10:30am</p> <p>VIP Mock Interviews by appointment</p> <p>VIP Career Planning by appointment</p> <p>VITA OPEN 9am-3pm</p>	<p>21</p> <p>Job Search Tip</p> <p>Your resume should be either one or two pages</p> <p>VITA OPEN 9am-3pm</p>
<p>23</p> <p>Interview Skills 11:00pm</p> <p>Resume Workshop 3:30am</p> <p>VIP Career Exploration I 4:30pm</p> <p>VITA OPEN 9am-7pm</p>	<p>24</p> <p>Job Fair – Multiple Employers – 10am-1pm</p> <p>Time Management 11:00am</p> <p>Computer Skills & Email 3:30pm</p> <p>Open Computer Learning at GCF Learn Free</p> <p>VITA OPEN 9am-6pm</p>	<p>25</p> <p>Job Fair – Aafes – 10am-1pm</p> <p>Conflict Resolution 11:00am</p> <p>Communication Skills 3:30pm</p> <p>VIP Career Exploration II 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>26</p> <p>Federal Resume Workshop 8am-5pm – 2 days</p> <p>Work Ethics & Professionalism 11:00am</p> <p>Job Searching 3:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>27</p> <p>Federal Resume Workshop 8am-5pm – 2 days</p> <p>Resume Workshop 10:30am</p> <p>VIP Mock Interviews by apt</p> <p>VIP Career Planning by apt</p> <p>VITA OPEN 9am-3pm</p>	<p>28</p> <p>Job Search Tip</p> <p>Develop answers in your head before you respond</p> <p>VITA OPEN 9am-3pm</p>
<p>30</p> <p>Job Searching 11:00am</p> <p>Work Ethics & Professionalism 3:30pm</p> <p>VITA OPEN 9am-7pm</p>	<p>31</p> <p>Resume Workshop 11:00am</p> <p>Interview Skills 3:30pm VIP Career Exploration I 4:30pm</p> <p>VITA OPEN 9am-6pm</p>	<p>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</p>			

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 assist 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.

Communication 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 position you are interested in, and bring your resume!

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!