

**NORTH COUNTY INLAND WORKSHOPS AND ACTIVITIES - August 2017**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Introduction To Services 2 P.M. – 3 P.M.	2 Sedona Staffing 10 A.M. – 12 P.M.	3	4
7	8 Introduction To Services 10 A.M. – 11 A.M.	9	10 Effective Resume Writing 10 A.M. – 12 P.M.	11
14	15 Introduction To Services 2 P.M. – 3 P.M.	16 Occupations In Demand 2 P.M. – 4 P.M.	17	18
21	22 Introduction To Services 10 A.M. – 11 A.M.	23	24 Interviewing Principles 10 A.M. – 12 P.M.	25
28	29 Introduction To Services 2 P.M. – 3 P.M.	30 Career Navigations 10 A.M. – 12 P.M.	31	

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[www.northcountycareercenters.com](http://www.northcountycareercenters.com)

[www.workforce.org](http://www.workforce.org)

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Revised: 7/27/2017 -- SUBJECT TO CHANGE WITHOUT NOTICE

# WORKSHOP DESCRIPTIONS

## **Effective Resume Writing**

A great resume not only informs, it also persuades the employer that you have the skills, attitude, track record or other attributes that are special enough to warrant a personal interview. It is important to tailor your resume so that it highlights your career goals. This is the workshop that's designed to do just that.

## **Interviewing Principles**

Effective interviewing is a skill that can be improved through preparation and practice. Oftentimes, individuals do not make the necessary preparations and then, when the interview is less than successful, dismiss the experience with the statement "I am just not good at interviewing." This is not the case, it just takes PREPARATION and PRACTICE.

## **Career Navigation**

So, you have an idea of what occupation(s) you're interested in. Now we're going to help you discover the tools that will assist you in researching those occupations by teaching you how to use Labor Market Information. If you have an interest in obtaining training for a specific In-Demand occupation or On-The-Job Training opportunity, this workshop will cover that information and answer the questions you have regarding those topics.

## **Occupations In Demand**

What are the most in-demand jobs for 2016 and beyond? Do you want to train for a career path with plenty of job opportunities? Even with a slow economy, there are careers with opportunities. Whether you are starting a career or looking to make a career change, this workshop sheds light on the jobs and careers that may be most fruitful to you now and in the near future.