



Job Search Workshops

Finding the right job takes hard work and patience. Job searches may seem simple, but there are techniques and competencies that actually make a difference between getting hired and not. Having the right qualifications does not guarantee a positive result either. Studies show that coaching and counseling can be very effective in making someone more eligible than other candidates. To stand out, you must present yourself well to potential employers and display the skills they demand.

The Literacy Council of Madison County is offering a series of *free* **Employment Prep Workshops** providing job seekers with the basic but indispensable skills needed to conduct an effective job search and increase job retention. Facilitated by **Sharon Taylor***, Madison County High School Business and Marketing Department faculty member, the curriculum addresses the unique issues facing job seekers in today's market and provides participants practical tools for assessing their skills, selecting career goals, and marketing themselves to potential employers.

Workshops will be held from 6:30 pm to 8 pm, Thursday evenings during January 2018 at the Literacy Council's offices (304 Thrift Rd. Madison, VA). Preregistration is strongly recommended in order to ensure that adequate student resources are available. To preregister, please call Darlene Lewis, Program Coordinator, at 540 948-5514 or email at literacy22727@verizon.net .

***Sharon Taylor** has a long and impressive background in corporate training and development, teaching and curriculum planning, and project management instruction. She has taught secondary, undergraduate, and graduate business and technology courses, developed syllabi and lesson plans, and delivered lessons in hybrid classroom environments utilizing the latest technology. She was recognized as a WISE Financial Literacy Gold Star Teacher for 2015-2016 and established a new chapter of Future Business Leaders of America (FBLA) at the Madison County High School. Sharon holds a BS in Business Management from Liberty University and an MBA from Lynchburg College. She is a resident of Madison County.

Schedule of Workshops:

Thursday, January 4 (Class 1)

- Assessing skills and career goals using career interest surveys
- Finding the right job opportunities
- Planning your search and clarifying your job target
- Setting job search and career goals; making a timeline; funding; career consultation
- Searching online, exploring job fairs, reviewing employment ads
- Networking to find the right opportunities

Thursday, January 11 (Class 2)

- Creating and submitting an outstanding resume and cover letter outlining your strengths and qualifications and highlighting the skills you want employers to see
- Receiving comments from the facilitator and class on your resume and cover letter

Thursday, January 18 (Class 3)

- Preparing for job interviews through coaching and practicing
- Anticipating the hardest interview questions like “Tell me about yourself” and “Why do you want this job?”
- Developing a powerful and effective “elevator pitch” (a 30 second speech that summarizes who you are, what you do, and why you would be a perfect candidate)

Thursday, January 25 (Class 4)

- Individualized coaching and critiques of resumés, cover letters, interview techniques
- Customizing your job search to specific employers

WHAT FORMER STUDENTS SAY ABOUT THE CLASS:

- “Very helpful and useful information.”
 - “I was able to apply the materials taught in the class immediately and found the job I was seeking.”
 - “Sharon is so accessible to students. She was always willing to look over my resumés and cover letters and offer constructive advice.”
- Sara Hall. Jefferson Area Community Corrections

**PLEASE CONTACT US TODAY AT 540 948-5514 OR
LITERACY22727@VERIZON.NET FOR QUESTIONS OR TO REGISTER!**