

Workshops

February 2016

★ **Spanish Fork Employment Center**
 1185 N. Canyon Creek Pkwy • Spanish Fork, UT 84660
 801-794-6627 - Brad
 385-241-4872 - Rebecca

Register for reserved seating. Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
Feb 8	1:00 PM–4:00 PM
Feb 25	1:00 PM–4:00 PM
INTERVIEWING SKILLS:	
Feb 11	1:00 PM–4:00 PM
Feb 22	1:00 PM–4:00 PM
JOB SEARCHING WITH TECHNOLOGY:	
Feb 4	1:00 PM–3:00 PM
Feb 29	1:00 PM–3:00 PM
NETWORKING STRATEGIES:	
Feb 1	1:00 PM–4:00 PM
Feb 18	1:00 PM–4:00 PM
EMPLOYMENT ESSENTIALS:	
Feb 26	10:00 AM–12:00 PM
*LINKEDIN #1:	
Feb 17	1:00 PM–3:00 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile.

**Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.*

Life Skills	
BUDGETING AND REBUILDING YOUR FINANCES:	
Feb 10	10:00 AM–12:00 PM
ASSERTIVE COMMUNICATION:	
Feb 11	9:00 AM–11:00 AM
FOOD SENSE - USU EXTENSION	
Feb 23	10:00 AM–12:00 PM

BUDGETING AND REBUILDING YOUR FINANCES: Learn how to budget, save, repay debt and build credit.

ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

Workforce Services • jobs.utah.gov

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.