

Job Seeking Skills Workshops

January – December, 2016



Register for reserved seating. Walk-ins welcome.

★ Cedar City Employment Center
176 E. 200 N. • Cedar City

- 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.

For more information, please call toll free:
1-866-747-9762, 435-865-6530,
visit jobs.utah.gov or come to DWS at
176 E. 200 N. • Cedar City, Utah

| Job Seeking Skills | |
|---|----------------|
| RESUMÉ WRITING - 9:30 AM-11:30 AM: | |
| Jan 5, 19 | Jul 5, 19 |
| Feb 2, 16 | Aug 2, 16, 30 |
| Mar 1, 15, 29 | Sept 13, 27 |
| Apr 12, 26 | Oct 11, 25 |
| May 10, 24 | Nov 8, 22 |
| Jun 7, 21 | Dec 6, 20 |
| INTERVIEWING SKILLS - 9:30 AM-11:30 AM: | |
| Jan 7, 21 | July 7, 21 |
| Feb 4, 18 | Aug 4, 18 |
| Mar 3, 17, 31 | Sept 1, 15, 29 |
| Apr 14, 28 | Oct 13, 27 |
| May 12, 26 | Nov 10 |
| June 9, 23 | Dec 8, 22 |
| YOUR WORKPLACE SKILLS AND JOB SEARCH - 9:30 AM-11:30 AM: | |
| Jan 12, 26 | Jul 12, 26 |
| Feb 9, 23 | Aug 9, 23 |
| Mar 8, 22 | Sept 6, 20 |
| Apr 5, 19 | Oct 4, 18 |
| May 3, 17, 31 | Nov 1, 15, 29 |
| Jun 14, 28 | Dec 13, 27 |
| NETWORKING STRATEGIES - 9:30 AM-11:30 AM: | |
| Jan 14, 28 | Jul 14, 28 |
| Feb 11, 25 | Aug 11, 25 |
| Mar 10, 24 | Sept 8, 22 |
| Apr 7, 21 | Oct 6, 20 |
| May 5, 19 | Nov 3, 17 |
| Jun 2, 16, 30 | Dec 1, 15, 29 |

RESUMÉ WRITING: Learn how to develop an effective resumé that will get you an interview.

INTERVIEWING SKILLS: Strategize ways to confidently complete an interview.

YOUR WORKPLACE SKILLS AND JOB SEARCH: Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

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

(continued)

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.

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| EMPLOYMENT ESSENTIALS: 2:00 PM-4:00 PM: | |
|---|---------------|
| Jan 11, 25 | Jul 11, 25 |
| Feb 8, 22 | Aug 8, 22 |
| Mar 7, 21 | Sept 5, 19 |
| Apr 4, 18 | Oct 3, 17, 31 |
| May 2, 16, 30 | Nov 14, 28 |
| Jun 13, 27 | Dec 12, 26 |
| Life Skills | |
| BUDGETING AND REBUILDING YOUR FINANCES - 9:30 AM-11:30 AM: | |
| Jan 6, 20 | Jul 6, 20 |
| Feb 3, 17 | Aug 3, 17 |
| Mar 2, 16 | Sept 7, 21 |
| Apr 6, 20 | Oct 5, 19 |
| May 4, 18 | Nov 2, 16 |
| Jun 1, 15 | Dec 7, 21 |

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

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