

BEAR RIVER SERVICE AREA

# Job Seeking Skills Workshops

No cost workshops open to all job seekers

July 2018

Job Seeking Skills	Date	Time	Location
<b>RESUMÉ WRITING:</b> 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.	July 31	9:00 AM–11:30 AM	Brigham City EC
<b>INTERVIEWING SKILLS:</b> Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	July 10 July 31	9:00 AM–11:30 AM 1:00 PM–3:00 PM	Brigham City EC Brigham City EC
<b>EMPLOYMENT ESSENTIALS:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	July 2, 9, 16, 23, 30 July 17	9:00 AM–1:00 PM 9:00 AM–1:00 PM	Logan EC BTech Logan
<b>EMPLOYMENT ESSENTIALS LAB:</b> Get hands-on assistance creating a master application, writing a resume and looking for jobs online.* Prerequisite: must attend Employment Essentials Workshop.	July 6, 20 July 13, 27	10:00 AM–12:00 PM 2:00 PM–4:00 PM	Logan EC Logan EC
<b>EMPLOYMENT ESSENTIALS - YOUTH AGES 14+:</b> Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	July 11	1:00 PM–3:00 PM	Logan EC



Register at [jobs.utah.gov](http://jobs.utah.gov) or speak with an employment counselor.

**Employment Center (EC) Locations:**

- ★ Brigham City EC  
138 W. 990 S.
- ★ Logan EC  
180 N. 100 W.
- ★ BTech Logan  
1301 N. 600 W.

To schedule one-on-one practice interviews, call 866-435-7414

continued

**Plan to arrive 10-15 minutes before the workshop begins. Workshops *START* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to re-schedule.***



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.

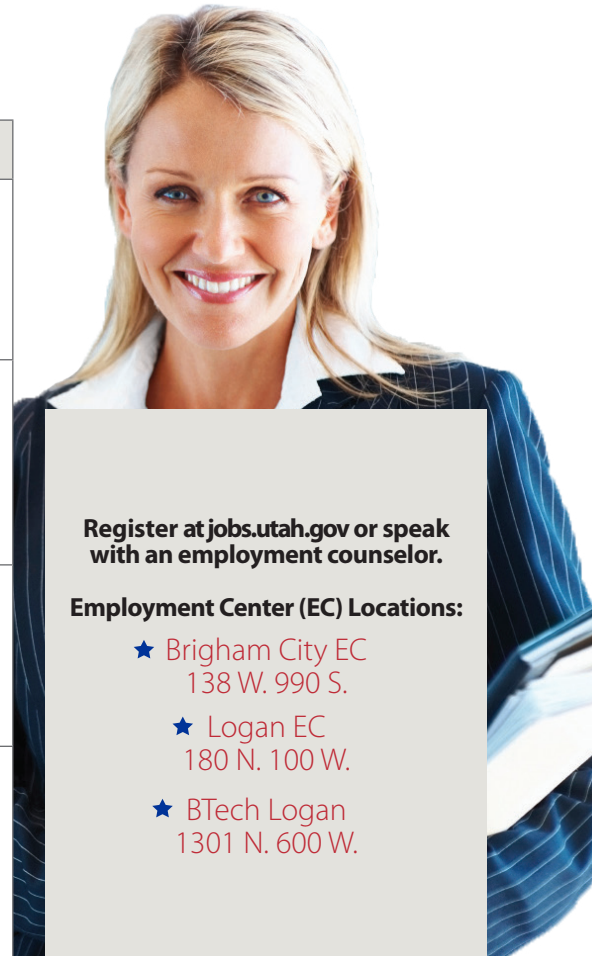
americanjobcenter | [jobs.utah.gov](http://jobs.utah.gov)

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<b>PROFESSIONALISM: SUCCESS IN THE WORKPLACE:</b> Learn about skills employers are looking for including image, work ethic, team work, communication, organizational and problem solving.	None		
<b>*LINKEDIN #1:</b> Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. <i>*Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.</i>	None		
<b>JOB SEARCH STRATEGIES:</b> Learn strategies to effectively job search online and in person. You will also learn how to network, create a professional brand and develop a marketing message.	None		
<b>FINANCIAL MANAGEMENT TIER 1 - CREDIT:</b> Identify types of credit and the wise use of credit. Learn how to pull, read, understand, repair and dispute issues on your credit report and gain strategies for managing credit leading to financial stability. Tips on debt management and power pay.	July 18	10:00 AM–12:00 PM	Logan EC



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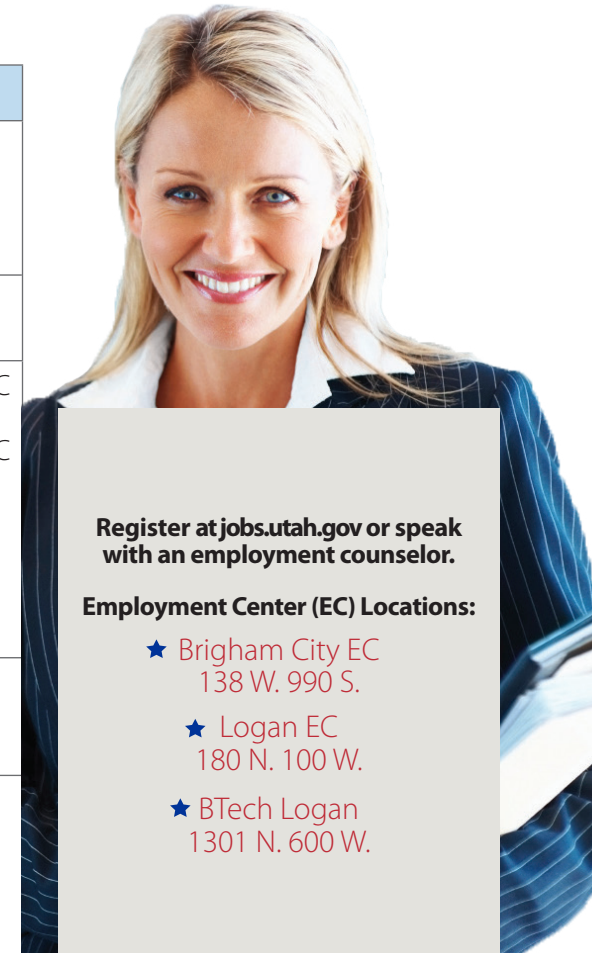
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## July 2018 (continued)

Life Skills	Date	Time	Location
<b>FOOD SENSE PROGRAM:</b> 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.	July 12, 19	11:00 AM–12:00 PM	Logan EC
<b>BUDGETING:</b> Learn about credit, financial scams, budgeting, online banking and more with a guest speaker from a local bank.	July 11	9:00 AM–11:00 AM	Logan EC
<b>ASSERTIVE COMMUNICATION:</b> 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.	Coming August	9:00 AM–1:00 PM (PART 1)	Brigham City EC
	Coming August	9:00 AM–1:00 PM (PART 2)	Brigham City EC
	July 25	9:00 AM–1:00 PM (PART 1)	Logan EC
	July 26	9:00 AM–1:00 PM (PART 2)	Logan EC
<b>HOW TO AVOID FALLING IN LOVE WITH A JERK OR JERKETTE:</b> For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.	None		Logan EC
<b>PARENTING WITH LOVE AND LOGIC:</b> Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.	None		Logan EC



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