

# MAY 2016 -WORKSHOP SCHEDULE



Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17 Job Seeker Fast Track 10am- 2:30pm	18 Disability Disclosure 9:30-11:30am ———— Building & Keeping Your Self-Esteem 1:30-3:30pm	19	20
23 Office Closed	24	25	26 Resume Development 10-12pm	27
30	31			

**CALL TO SIGN UP FOR A WORKSHOP SESSION—SPACE IS LIMITED—CALL TODAY!**

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The Way To Work!



# WORKSHOP SCHEDULE



<b>Job Seeker Fast Track</b>	The Job Seeker Fast Track is a workshop dedicated to assessing HOW to conduct a job search, WHERE to job search and WHAT tools to utilize. Learn the importance of networking, how to tap into the hidden job market, transferable skill building & marketing, identify various job search engines, conduct an efficient job search and so much more! Plus, listen in on Resume and Interview tips!
<b>Disability Disclosure</b>	Join our interactive group session facilitated by an experienced employment coordinator to discuss the pros and cons of disclosing your disability when job searching. You will learn... How and when to approach an employer. Should you or Should you not disclose and if you do, when is the right time to share information? What laws protect you if you do disclose? Learn about hidden discrimination and how to request accommodations. This session will also provide an opportunity to review various disability connections/supports in the community
<b>It's All About You Building &amp; Keeping Your Self- Esteem</b>	This workshop builds, reinforces and develops your self-esteem & personal confidence to effectively help you find work, get work and keep working. You will partake in a lively, candid, informational and interactive session that shows & tells the truth about self-esteem health, how it 's lost and how to acquire more. Put yourself "1st and foremost"
<b>Recharging Your Resume &amp; Creating a Cover Letter with Spark</b>	Learn how to target your resume and make your resume stands out to an employer. Get more interviews and recharge your job search. Learn how to create persuasive but easy cover letters using our Cover Letter Formula