

# May 2022

MON	TUE	WED	THU	FRI
2	3	4	5	6
11:00am-12:00pm Job Club	11:00am-12:30pm Personal & Career Assessment		11:00am-12:00pm Job Club  1:00pm-2:30pm Career Exploration	
9	10	11	12	13
11:00am-12:00pm Job Club	11:00am-12:30pm Targeting Resume		11:00am-12:00pm Job Club  1:00pm-2:30pm Networking Strategies	
16	17	18	19	20
11:00am-12:00pm Job Club	11:00am-12:30pm Understanding Interviewing		11:00am-12:00pm Job Club  1:00pm-2:30pm Practice Interviewing	11:00am-12:30pm Speaker Series
23	24	25	26	27
11:00am-12:00pm Job Club	11:00am-12:30pm ADA Accommodations		11:00am-12:00pm Job Club  1:00pm-2:30pm Navigating Your Job Offer	
30	31			
Memorial Day Project HIRED Closed	11:00am-12:30pm Job Success			

## ABOUT OUR WORKSHOPS

<p><b>PERSONAL &amp; CAREER ASSESSMENT</b></p> <p>This workshop is the starting point to help you focus on your career choice and job search. Gain tools to build your confidence and prepare for your job search journey. Identify your core values and learn how they affect your personal life and your career transition. Identify and prioritize your skills. Learn how to create SMART goals and how to integrate them into your job search.</p> <p><b>NOTE:</b> Ask your career counselor to review your assessment results with you for more insight!</p>	<p><b>CAREER EXPLORATION</b></p> <p>Building on the previous workshop, this class will provide you with the tools and resources needed to identify and gather key information about career and job opportunities that best fit your skills, interests, values and needs.</p> <p>Learn the Project HIRED Step by Step plan to Career Exploration. Learn how to execute successful informational interviews and stay motivated and organized throughout your career search.</p>	<p><b>TARGETING YOUR RESUME</b></p> <p>This workshop will provide you with the steppingstones to create outstanding resumes. Determine what type of resume suits your background and then start writing the key components. Learn about SAR (Situation, Action, Result) statements and write two of your own personal SAR statements. Learn to write eye catching cover letters.</p> <p><b>NOTE:</b> Meet with your career counselor after the class to finalize your resumes and cover letters.</p>
<p><b>NETWORKING STRATEGIES</b></p> <p>Learn about a variety of networking opportunities and find out how networking can increase your access to the job market and improve your employment prospects. You'll create your elevator speech, so you are always ready to introduce yourself. You'll come away with your networking plan and a LinkedIn introduction statement.</p> <p><b>NOTE:</b> Watch for Project HIRED Speaker Events where you will have an opportunity to practice the networking skills you will learn.</p>	<p><b>UNDERSTANDING INTERVIEWING</b></p> <p>You will learn effective interviewing techniques, how to prepare for interviews and how to present your accomplishments. Additionally, you will understand the significance that ATTITUDE plays in the interviewing process.</p>	<p><b>PRACTICE INTERVIEWING</b></p> <p>Make sure you are prepared for the important day of your interview. Polish your interviewing skills, practice answering commonly asked questions and receive feedback in a safe and supportive environment! Practice, practice, practice!</p> <p><b>NOTE:</b> Meet with your career counselor to do a mock interview before you go to an interview.</p> <p><b>*WS 5:</b> Understanding Interviewing is required before signing up for this workshop.</p>
<p><b>AMERICANS WITH DISABILITIES ACT &amp; ACCOMMODATIONS</b></p> <p>This workshop explains your employment rights and protections under the Americans with</p>	<p><b>NAVIGATING YOUR JOB OFFER</b></p> <p>This workshop will help you to understand the process after you receive a job offer. Know your earning potential and have</p>	<p><b>JOB SUCCESS</b></p> <p>Set yourself up for success and professionalism at your new job. You worked hard to get the job so keep the momentum going. Find out about</p>

Disabilities Act (ADA). Understand when and how to ask for an accommodation. Ensure you have the best opportunity to perform well and thrive on the job.

realistic salary expectations. When the time comes for a change in career be prepared.

emotional intelligence and how it can help improve your job success. Learn to communicate effectively with your managers and peers.  
**NOTE:** Stay in touch with Project HIRED we can support you through your transition to your new job.