


Workshop and Special Events Calendar

FEBRUARY 2012

To sign up, visit the front desk at the west side of the building, or call (248) 586-8930.

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Fan Us, Friend Us, Follow Us!</p>  <p>www.ferndalecareercenter.wordpress.com www.facebook.com/ferndalecareercenter www.linkedin.com/ferndalecareercenter www.twitter.com/ferndalecareer www.ferndaleschools.org/fcc</p>		<p>1</p> <p>Networking Your Way to Interview Success 9am-12:30pm</p> <p>Applied Interviewing: Rocking the Interview 1:30-3:30pm</p>	<p>2</p> <p>Maximizing Social Media Platforms 9am-12:30pm</p> <p>JET Orientation 1-3pm</p>	<p>3</p> <p>Facebook Timeline: Strategies for Career and Business ADVANCED LEVEL 10am-12pm</p> <p>Path of the Entrepreneur 1:30-3:30pm</p>
<p>6</p> <p>Developing Your Personal Brand 9am-12:30pm</p> <p>ABLE 1:30-3pm</p>	<p>7</p> <p>Current Resume and Employment Trends 9am-12:30pm</p> <p>Resume Review Session 1:30-3:30pm</p>	<p>8</p> <p>Networking Your Way to Interview Success 9am-12:30pm</p> <p>Blogging: Strategies for Career and Business ADVANCED LEVEL 1:30-3:30pm</p>	<p>9</p> <p>Maximizing Social Media Platforms 9am-12:30pm</p> <p>JET Orientation 1-3pm</p>	<p>10</p> <p>MS Word: "Secret" Tips and Tricks 10am-12pm</p> <p>Twitter: Strategies for Career and Business ADVANCED LEVEL 1:30-3:30pm</p>
<p>13</p> <p>Developing Your Personal Brand 9am-12:30pm</p> <p>ABLE 1:30-3pm</p>	<p>14</p> <p>Current Resume and Employment Trends 9am-12:30pm</p> <p>FCC Orientation 1:30-3:30pm</p>	<p>15</p> <p>Networking Your Way to Interview Success 9am-12:30pm</p> <p>What Motivates You at Work? The Career Passion Test 1:30-3:30pm</p>	<p>16</p> <p>Maximizing Social Media Platforms 9am-12:30pm</p> <p>JET Orientation 1-3pm</p>	<p>17</p> <p>LinkedIn: Strategies for Career and Business ADVANCED LEVEL 10am-12pm</p> <p>Empower Your Career 1:30-3:30pm</p>
<p>20</p> <p>Developing Your Personal Brand 9am-12:30pm</p> <p>ABLE 1:30-3pm</p>	<p>21</p> <p>Current Resume and Employment Trends 9am-12:30pm</p> <p>Job Loss and Recovery 1:30-3:30pm</p>	<p>22</p> <p>Networking Your Way to Interview Success 9am-12:30pm</p> <p>Living Your Bliss – The Journey 1:30-3:30pm</p>	<p>23</p> <p>Maximizing Social Media Platforms 9am-12:30pm</p> <p>JET Orientation 1-3pm</p>	<p>24</p> <p>MS Office Applications ADVANCED LEVEL 10am-12:30pm</p> <p>Building a WordPress Website ADVANCED LEVEL 1:30-3:30pm</p>
<p>27</p> <p>Developing Your Personal Brand 9am-12:30pm</p> <p>ABLE 1:30-3pm</p> <p>Employees: Your Valuable Brand Ambassadors 6:30-8:30pm</p>	<p>28</p> <p>Current Resume and Employment Trends 9am-12:30pm</p> <p>Leadership and Employee Engagement 1:30-3:30pm</p>	<p>29</p> <p>Networking Your Way to Interview Success 9am-12:30pm</p> <p>Social Media Ethics 1:30-3:30pm</p>	 <p>Turn over for workshop descriptions!</p>	

Workshop Descriptions

The Ferndale Career Center offers more than 25 recommended workshops, seminars and special events. Each workshop is designed specifically to assist YOU in the most cutting-edge, current employment trends today.

<p>Developing Your Personal Brand</p> <p>Explore your transferrable skills, talents and passions to identify your “personal brand.” Helpful in resume development, social media profiling, networking and interview confidence.</p>	<p>Current Resume and Employment Trends</p> <p>Current, cutting-edge advice on writing an accomplishment-based resume for today’s market. Showcases current technology and how it is used to find the best candidates.</p>	<p>Networking Your Way to Interview Success</p> <p>Workshop centers around current trends in interviewing and how to use social media and personal branding to begin a new phase in your career.</p>	<p>Maximizing Social Media Platforms</p> <p>An overview of LinkedIn, Twitter and Facebook: Incredible tools to build your career reputation, network and share information. Instrumental in establishing a personal brand, connecting with employers and job search.</p>	<p>Ferndale Career Center (FCC) Orientation</p> <p>Explore the opportunities available to you at the Ferndale Career Center. Learn about the programs and resources that can assist you on your career path.</p>	
<p>Facebook: Strategies for Career and Business ADVANCED LEVEL</p> <p>Learn how to effectively use Facebook as a professional and personal cross-over and establish a page for your industry.</p> <p>Must attend Maximizing Social Media Platforms, have intermediate computer skills and a Facebook account.</p>	<p>Twitter: Strategies for Career and Business ADVANCED LEVEL</p> <p>Learn to use Twitter to network professionally, establish your career identity, job search and add value to your field.</p> <p>Must attend Maximizing Social Media Platforms, have intermediate computer skills and a Twitter account.</p>	<p>LinkedIn: Strategies for Career and Business ADVANCED LEVEL</p> <p>Learn how to effectively use LinkedIn for successful job search, networking and personal branding.</p> <p>Must attend Maximizing Social Media Platforms, have intermediate computer skills and a LinkedIn account.</p>	<p>Blogging: Strategies for Career and Business ADVANCED LEVEL</p> <p>Learn the advantages of blogging and how to establish and maintain a professional blog.</p> <p>Must attend Maximizing Social Media Platforms and have intermediate computer skills.</p>	<p>Building a WordPress Website ADVANCED LEVEL</p> <p>Must have opened a WordPress.com account to attend.</p> <p>Must attend Maximizing Social Media Platforms and have intermediate computer skills.</p>	<p>Social Media Ethics</p> <p>Discussion-oriented workshop centered on appropriate online behavior in your personal and professional lives.</p>
<p>Applied Interviewing: Rocking the Interview</p> <p>Interviewing is different today, and can cause stress when you least need it. Practice new techniques here in a safe, comfortable environment.</p>	<p>Living Your Bliss – The Journey</p> <p>Author Teri Williams of The Bliss Network and Empower Radio shares insights and proactive methods for achieving your goals and living your bliss!</p>	<p>What Motivates You? The Career Passion Test</p> <p>Bring positive energy to your personal life and career transition. Energetic speaker, group discussions: inspirational results. <i>Facilitated by Jodi Knittel</i></p>		<p>Resume Review Session</p> <p>Bring in a printed resume for a 15 minute editing and review session.</p> <p>Must have completed Current Resume and Employment Trends and have created a new resume based on the concepts taught. No exceptions.</p>	<p>Empower Your Career</p> <p>Brent Carey of Magic 105.1, Specs Howard and Empower Radio presents a motivational, authentic workshop on establishing and following through with career goals during difficult times.</p>
<p>MS Office Applications ADVANCED LEVEL</p> <p>Advanced techniques in the use of MS Word, Excel and PowerPoint.</p> <p>Must have strong MS Office skills to sign up.</p>	<p>MS Word: “Secret” Tips and Tricks</p> <p>There are lots of shortcuts and ‘tricks’ to make your MS Word experience easier and more productive. If you are familiar with MS Word, this workshop is for you!</p>	<p>Assessment Testing</p> <p>The FCC administers aptitude and career-based tests, including the ABLE and WorkKeys. By referral only.</p>	<p>The Path of the Entrepreneur</p> <p>If you’ve ever considered owning your own business, this is the workshop for you. Covers a variety of topics to help you get started the right way!</p>	<p>Employees: Your Valuable Brand Ambassadors</p> <p>A workshop for leaders in all positions. Learn to empower people in your organization to use social media to build your brand.</p>	<p>Leadership and Employee Engagement</p> <p>Insights and discussion surrounding the new workplace and how to encourage strong, innovative leadership.</p>