

Afternoon Workshop Descriptions

* Applied Interviewing

Interviewing is different today, and can cause stress when you least need it. Practice here in a safe, comfortable environment and learn how to ace your next interview! ** Bring your resume; dress is business casual.*

* Social Media Series: Twitter/LinkedIn/Facebook

Each workshop focuses on the specific site and how to use them to your best advantage with regard to your professional brand and career search. Sites are shown 'live' on the SmartBoard, so that questions may be asked and examples shown of how to navigate the sites to their fullest potential. **All customers must have attended the "Social Media and Career Success" workshop and created profiles on Twitter, LinkedIn and Facebook to sign up.*

Group Dynamics

Insight through active group discussions oriented toward current workplace issues will draw on soft skills such as communication, managing conflict, work ethics and teamwork.

Job Loss and Recovery

Group discussion on working through the grief cycle of unemployment. Discuss tactics for getting through the stages and finding motivation to move forward. In a safe, supportive environment.

What Motivates You? The Passion Test!

Bring positive energy to your personal life as well as to your career transition. Energetic and empathetic speaker, group discussions....inspirational results. *Presented by Jodi Knittel, MindJams*

* Beginning/Intermediate Excel for Job Seekers

Learn the basics of Excel (Beginning) or build on your basic familiarity of Excel 2003 (Intermediate) by learning how to analyze data, manage large amounts of data, perform and understand calculations, and format a worksheet. *Presented by Kevin McLogan * Must have skills from MS Word Application workshop. See assessment at front desk to determine your skill level.*

Intergenerational Workforce

Today's workforce is made up of four distinct generations for the first time in history. Understanding the management styles and use of technology of each generation will allow you to contribute most effectively to your work environment.

Experienced Worker Seminar

Approaching 40 or older? Congratulations, you are an experienced worker! Learn how to make experience work for you in the current employment market.

Ferndale Career Center Workshops and Special Events May 2010



The Ferndale Career Center (FCC) 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.

To sign up, visit the front desk at the west side of the building or call (248) 586-8930. Workshops fill quickly, so sign up today!

**Ferndale Career Center
713 East Nine Mile Road
Ferndale, MI 48220
(248) 545-0222**

**www.ferndaleschools.org/fcc
www.twitter.com/ferndalecareer
www.linkedin.com/in/ferndalecareercenter
www.facebook.com/ferndalecareercenter**



Morning Workshops and Descriptions (Offered every week!)

Monday Date: _____	Tuesday Date: _____	Wednesday Date: _____	Thursday Date: _____	Friday Date: _____
<p>ABLE Assessment 9:00 am—11:00 am (By referral only)</p> <p>CAPS Assessment 11:30 am—1:30 pm (By referral only)</p>	<p><u>Foundational Workshops</u></p> <p>Networking Your Way to Interview Success 9:00-am—12:30 pm</p> <p>Current Resume and Employment Trends 9:00am—12:30 pm</p> <p>Social Media and Career Success 9:00-am—12:30 pm</p>			<p>MS Word / Internet Readiness 9:00am—10:30 am</p> <p>MS Word / Internet Application 11:00 am—12:30 pm</p>
<p><u>Adult Basic Learning Exam (ABLE) Assessment</u> Number Operations and Reading Comprehension assessments.</p> <p><u>Career Ability and Placement Survey (CAPS) Assessment</u> Career-oriented assessment showcasing current skills and abilities in various fields.</p>				
<p><u>Networking Your Way to Interview Success</u> Network in the 21st Century by utilizing social media and personal branding to obtain interviews. Workshop centers around current trends in interviewing and how to use this knowledge to begin this new phase in your career.</p> <p><u>Current Resume and Employment Trends</u> 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><u>Social Media and Career Success</u> An overview of LinkedIn, Twitter and Facebook — incredible tools to build your career reputation, network and share information with others in your field. Instrumental in establishing your personal brand and connecting with employers/recruiters, LinkedIn, Twitter and Facebook are the most important job search tools.</p>				
<p><u>MS Word / Internet: Readiness</u> Build on your computer proficiency and learn how to apply techniques in MS Word and Web site navigation. Focus on tools for resume layout and Internet career search.</p> <p><u>MS Word / Internet: Application</u> Utilizing more advanced computer skills to surf the web, understand web applications and apply them to your job search. Focus on developing social media sites like LinkedIn, Facebook and Twitter.</p> <p><i>Must have MS Word and Internet skills to register. Check the assessment by the front desk to determine your skill level.</i></p>				

<p><i>May Afternoon Workshops and Special Events</i></p> <p>Descriptions of afternoon workshops and special events are on the following page</p> <p><i>* Must have attended "Social Media and Career Success" and created profile</i></p>				
Mon	Tue	Wed	Thu	Fri
<p>3 Applied Interviewing 2:00 pm—4:00 pm</p>	<p>4</p>	<p>5 LinkedIn—Networking Directly * With Employers 2:00 pm—4:00 pm</p>	<p>6</p>	<p>7 Twittering Your Way to a Job * 2:00 pm—4:00 pm</p>
<p>10 Group Dynamics 2:00 pm—4:00 pm</p>	<p>11</p>	<p>12 Facebook as a Professional Tool * 2:00 pm—4:00 pm</p>	<p>13</p>	<p>14 LinkedIn—Networking Directly * With Employers 2:00 pm—4:00 pm</p>
<p>17 Experienced Worker 2:00 pm—4:00 pm</p>	<p>18</p>	<p>19 What Motivates You? The Passion Test 1:30 pm—4:00 pm</p>	<p>20</p>	<p>21 Twittering Your Way to a Job * 2:00 pm—4:00 pm</p>
<p>24 Job Loss and Recovery 2:00 pm—4:00 pm</p>	<p>25</p>	<p>26 Facebook as a Professional Tool * 2:00 pm—4:00 pm</p>	<p>27</p>	<p>28 Beginning Excel for Job Seekers 9:00 am—10:30 am Intermediate Excel for Job Seekers 11:00 am—12:30 pm Special Presentation—<i>To Be Announced</i> 1:30—3:30 pm</p>