

WORKSHOPS

January – June 2012

To view the workshop calendar and register, please visit www.larimerworkforce.org or contact the Workshop Registration Line at **498-6649**. Registration is required for all workshops.

Step 1: Get organized and build a foundation for a successful job search

Beginning Email and Internet

You will leave the class with basic knowledge of the computer, keyboard, and mouse, a free email account, and knowledge of how to "surf the net."

From Laid Off to Living© Support Groups

Facilitated by a certified From Laid Off to Living© staff member, the group leads you through the emotional transition of the change process. You will learn strategies for managing the change of a lay off and create a personal action plan for your future.

JumpStart Your Job Search

This workshop is for you if you are just getting started in your job search or if you have been searching for a while with little or no success. You will learn about necessary job search methods and you will create an action plan to help you be successful in your transition.

Step 2: Define your job / career goals and understand the job market

Career Action Planning

As a result of this six-hour workshop, you will produce a career action plan. You will learn: how to identify and apply your existing skills into a new career or industry, how to research careers, and how to create a career plan based on your career objectives.

Northern Colorado Now (computer lab)

Increase the effectiveness of your job search! Equip yourself in this hands-on and interactive workshop with current and relevant information about the job market and workforce in Northern Colorado. You will learn about important regional factors to consider when job searching; projected industries and occupations of growth in Northern Colorado; Career Coach, an online tool at the Workforce Center; and additional online research tools.

Step 3: Prepare your career marketing materials

Resume 101

Start with this workshop to learn the fundamentals of developing your resume. You will learn why a resume is important and what the basic components of a resume are.

Resume Formatting in MS Word (computer lab)

Attendees who successfully complete this workshop will leave with an electronic draft of their resume.

Resume 201

Take your resume to the next level! Learn what employers are looking for in a resume and how to tailor your resume to each opportunity you are pursuing. You will learn about different resume formats, current resume practices and techniques to better communicate what you have to offer potential employers.

