



Fall 2007

Job Search Workshops

The Job Placement Center is offering the following
individualized
"Job Search Workshops"

WHEN : The workshops can be taken on every:

Tuesday, Wednesday and Thursday

At any of the following 3 periods:

11:30 a.m. - 06:30 p.m.

Note: Each workshop takes 45-60 minutes.

There is a possibility to take 3 different workshops in one day

HOW TO ATTEND:

Just drop in during the above days and times and take any one
(and as many as you are interested in) of the following workshops:

1. Self- Assessment

Skills Identification
Defining and Developing Your Portfolio
Job Necessary Skills for the Workplace

2. Communication

The Art of Effective Communication
Effective Listening Skills

3. Getting to Know What

an Employer Wants
What Employers Want: Skills and Attitudes
Why Should I Hire You?
Now Hiring (Those Who Qualify)

4. Interview Techniques

Common Mistakes People Make In Interviews
First Impressions;
Make a Good First Impression
Interview Follow- up

5. Informational interviewing

6. Dress for Success

Looking Sharp – Practical Tips on Dressing for success
Looking Sharp – Practical Tips on Grooming for Success

7. No One Is Unemployable

8. Job Loss

"You are Fired!" The ten Quickest Ways to lose Your Job and How to Avoid Them
Dealing with Job Loss - From Pink Slip to Paycheck
10 Basics of Business Etiquette

9. How to survive in the Job

Job Survival Kit
The Exceptional Employee
Tough Times- Making the Most of Your Job
Basic Work Habit

10. Networking

Your Way to a new Job

11. Resume Writing

12. Quick Job Search

Creating a Job Search Plan
The Best Ways to find a Job

13. Quick Salary Negotiation

14. Complete Job Application

15. Internship;

Gain experience and exposure for future careers

16. Phone in the Job Search

Effective Telephone Techniques
Dialing for Job

WHERE:

The Job Placement Center – Room C1-110

For more information please, Call : (408) 855-5101