



January 2016

Missouri Job Center
2639 S Jefferson Avenue, Suite 101
Lebanon, Missouri 65536
Phone: 417-532-6146
Fax: 417-532-6013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29 9:00-11:15 Resume Preparation/ Career Networking	30	31 Office Opens @ 9:00	1 New Year's Day Office Closed	2
3	4 Career Exploration Talify 9:00 – 11:00	5 9:00-11:15 Resume Preparation/ Career Networking	6 Interview Process 9:00 – 11:00	7 Office Opens @ 9:00	8 WorkKeys Assessment 9:30 – 12:30	9
10	11 Talify Assessment 9:00 – 11:00	12 9:00-11:15 Resume Preparation/ Career Networking	13	14 Office Opens @ 9:00 Basic Computer Skills 1:00 – 3:00	15 WorkKeys Assessment 9:30 – 12:30 Basic Computer Skills 1:00 – 3:00	16
17	18 Martin Luther King Jr. Day Office Closed	19 9:00-11:15 Resume Preparation/ Career Networking	20 Interview Process 9:00 – 11:00	21 Office Opens @ 9:00	22 WorkKeys Assessment 9:30 – 12:30	23
24	25	26 9:00-11:15 Resume Preparation/ Career Networking	27	28 Office Opens @ 9:00 Basic Computer Skills 1:00 – 3:00	29 Basic Computer Skills 1:00 – 3:00	30
31	1	2	3	4	5	6

On-Site Workshops

Career Exploration/Talify (First and Third Monday 9:00-11:00)

It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests and priorities on the journey to finding the job that is best for you (or not a good fit). Identify resources that are available to find a rewarding career (including using Talify.) Talify is an online work-based personality assessment and can help identify the types of jobs for which you might be a good fit.

Resume Preparation (Tuesday 9:00-10:00)

Wonder what employers are looking for when they read a resume and cover letter? Find out in this workshop! Identify and optimize all the basic components of a resume (skills and abilities, work history, and education) so that you stand out above the others. Use some of the same strategies in completing excellent online applications.

Career Networking (Tuesday 10:15-11:15)

Learn the benefits of effective and strategic 'networking' and how these interpersonal resources and contacts could lead to a new job. This workshop applies what you learn, so you will develop a plan to present yourself to networking groups, a networking source list and a list of the types of networking groups.

Interview Process (First and Third Wednesday 9:00-11:00)

With this workshop you get practical advice on how to best showcase your skills and experience through research, practice, and preparation. Get helpful tips on how to dress and groom for an interview. Learn the different types of interviews and strategies for each.

Basic Computer Skills

(Second and Fourth Thursday 1:00-3:00) Basic Keyboarding Practice
(Second and Fourth Friday 1:00-3:00) Basic Computer Skills Using Microsoft Word

Work Keys Assessment (First Friday 9:30-12:30) *BY APPOINTMENT ONLY* (Third Friday 9:30-12:30) *BY APPOINTMENT ONLY*

Businesses want qualified applicants...and a National Career Readiness Certificate is one way to show you are ready to get back to work! Call Joyce to schedule your test and obtain a Bronze, Silver, Gold or Platinum certificate. **YOU MUST CALL TO SCHEDULE A TEST**

Missouri Job Center is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay Services at 711.