

## *Workshop Schedule*

Missouri Job Center- Linn Creek, Mo.  
204 Business Park Rd  
Linn Creek, Mo 65052

# September 2017

**Note: The Job Center will be closed on September 4 in observance of Labor Day.**

### **Job Applications** (Tuesday's 10:15 – 11:15 AM)

Paper or on-line, completing an application can be challenging. This workshop provides the nitty-gritty of completing applications, so you get noticed! In this workshop sample questions and answers will be provided as well as other best practices in conducting your job search.

### **Resume Preparation** (Tuesday's, 2:00 – 3:00 PM)

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.

### **Interview Process** (Tuesday's, 3:15- 4:15pm)

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.

### **Career Exploration** (Thursday's 9:00- 10:00am)

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.

### **Career Networking** (Thursday's 10:15- 11:00am)

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.

### **Microsoft Word Basics** (Thursday's 1:00-2:00PM)

Learn the basics Microsoft Office Word. This workshop will teach you how to navigate Word. This is an 8 week program.

### **WIOA Orientation and LMI Information Workshop** (1st and 3rd Thursday's 11:30am to 12:00pm)

This orientation will provide you with information specific to the Workforce Investment Opportunity Act (WIOA), LMI information, program requirements and your responsibilities as a participant. The ultimate goal of WIOA is to help you reach your educational and occupational goals.

### **Work Keys Assessment**(Wednesday's 8:30am to 12:30pm) BY APPOINTMENT

(Friday's 1pm to 4:30pm) BY APPOINTMENT

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

**To schedule any workshop, call (573) 346-1766**

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.