

# PROJECT HIRED ACTIVITY CALENDAR NOVEMBER 2017

## BUILDING CONFIDENCE & KNOWING YOUR STRENGTHS

This career assessment workshop is a starting point to focus your career choice and job search. By using self-assessments, you'll better understand your strengths, skills, values and interests, so you can clearly present them to employers. Additionally, you will receive tools to build your confidence, which is important for a successful transition to a new job. **NOTE:** Ask your career coach to review your assessment results with you for more insight!

## CAREER EXPLORATION

Building on the previous workshop, this class will provide you with tools and resources to identify and gather key information about local career and job opportunities that best fit your skills, interests, values and needs. Additionally, you will learn how to organize and stay motivated throughout your career search.

## RESUME 101

Your resume is your marketing tool - it gives potential employers a first impression, or snapshot, of your skills and accomplishments, and reflects how you can contribute to a job or organization. In this workshop you'll learn how to create and tailor your resume for the job you want. If you have a resume, bring it with you, if not, you will leave the workshop with the start of an outstanding resume. **NOTE:** Ask your career coach to review your resume!

## NETWORKING FOR SUCCESS

Most people find employment by tapping into their network and actively developing new contacts. Connection (networking) = Success. In this interactive workshop, learn about a variety of networking opportunities and come to understand how networking can effectively increase your access to the hidden job market and improve your employment prospects.

## SALARY NEGOTIATION & THE JOB OFFER

Having realistic salary expectations and understanding your earnings potential is the key. This workshop will demystify the job offer and salary negotiation process. You'll feel more confident negotiating salary in a positive and comfortable way and increase your chances to receive your worth in a win-win with your future employer. Plus, discover what is negotiable besides money. Finally, you'll learn about online salary surveys to help you research the "going rate" for your occupation or career goal.

## UNDERSTANDING THE ADA

This workshop explains your employment rights and protections under the Americans with Disabilities Act (ADA). Understand when and how to ask for an accommodation to ensure you have the best opportunity to perform well in the hiring process and meet your employer's job performance expectations. Remember - **IT IS ALL ABOUT YOUR ABILITY!**

## INTERVIEWING DAY 1 & DAY 2

In this two-session workshop you will learn effective interviewing techniques, how to prepare for interviews and how to present your accomplishments. Additionally, you will understand the significance that **ATTITUDE** plays in the interviewing process. Polish your interviewing skills, practice answering commonly asked questions and receive feedback in a safe supported environment! **NOTE:** session 1 must be completed before attending session 2.

## PROFESSIONALISM & EMPOWERMENT AT WORK

This workshop offers strategies and behaviors that will positively impact your career growth and potential promotional opportunities, as well as practical common sense tips for a positive and successful job experience. You will receive tools that provide insight in developing your professionalism and a positive rapport with your co-workers and employer. Remember - positive relationships and connections are **KEY** to success!



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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 10:00am – 12:30pm WS: Building Confidence & Knowing your Strengths	3
6	7 10:00am – 12:30pm WS: Career Exploration  1:30pm – 2:15pm Orientation to PH	8 10:00am – 12:30pm WS: Resume 101	9 10:00am – 12:30pm WS: Networking for success  1:00pm – 2:30pm Guest Speaker: Santa Clara University <i>Workplace Skills Panel</i>	10
13	14 10:00am – 12:30pm WS: Salary Negotiation  1:30pm – 2:15pm Orientation to PH	15	16 10:00am – 12:30pm WS: Understanding the ADA	17
20	21 1:30pm – 2:15pm Orientation to PH	22	23 Thanksgiving Holiday Offices Closed 	24 Thanksgiving Holiday Offices Closed 
27	28 10:00am – 12:30pm WS: Interviewing Day 1  1:30 pm – 2:15 pm Orientation to PH	29 10:00am – 12:30pm WS: Interviewing Day 2	30 10:00am-12:30pm WS: Job Retention and Professionalism	

### About our events:

Registration for any Project HIRED event is required, preferably at least 24-hours in advance [www.projecthired.org/register](http://www.projecthired.org/register) or by calling the front desk at (408) 557-0880.

To respect the instructor and other attendees, workshops will begin promptly!

Late attendees will not be allowed to attend more than 15 minutes after the event's designated start time.

### Project HIRED Office Hours:

Mon-Thurs, 9am - 12 pm & 1pm - 4pm | Fri, 9am - 12pm