

# Project HIRED EVENTS CALENDAR JULY 2017

## **BUILDING CAREER CONFIDENCE IN CAREER TRANSITION**

This is the first step on your journey to choosing the right career. This workshop will support you in understanding your strengths and your strongest traits and values that will best align you in an organization thru some self-assessment exercises. It will also provide some tools to build CONFIDENCE, which is a key ingredient for career transition. It will support you in making an informed career decision while clarifying your current, skills, values and interests.

## **CAREER EXPLORATION**

In this workshop you will learn tools and resources for developing career opportunities that fit your skills, interests, values and needs. You will learn how to get organized and stay motivated in your career search and some of the resources available to you in your career search.

## **RESUME DEVELOPMENT AND TARGETING**

A resume is the first impression that is a brief snapshot and self-marketing tool. It reflects what you can do to contribute to a specific job in an organization. You will learn how to create and tailor your resume for the job you want by matching your skills and experience to an employer's needs. Make your resume stand out and work for you. If you have a resume, bring it with you, if not, you will leave the workshop with the start of an outstanding resume.

## **NETWORKING FOR SUCCESS**

Connection (networking) = Success. In this workshop you will become familiar with a variety of networking opportunities and come to understand how networking effectively can increase your access to the job market. Most people get their opportunities thru connection and networking. You will have the opportunity to practice networking situations.

## **SALARY NEGOTIATION**

This workshop demystifies the process of salary offers by providing and understanding of what goes into a job offer and how salary systems work. It will support you in negotiating in a positive and more comfortable process. You want to get what you are worth in a win-win with your future employer. This workshop will improve salary negotiation skills.

## **UNDERSTANDING THE ADA / ASKING FOR ACCOMMODATION**

This workshop will give you a better understanding of the Americans with Disabilities Act, why it was created and what rights are protected. You will have an increased understanding of when and how to ask for an accommodation thereby giving you the opportunity to feel more empowered in communicating a disability. **IT IS ALL ABOUT YOUR ABILITY.**

## **INTERVIEWING DAY 1 & DAY 2**

In this workshop, you will learn specific interviewing skills and how to be prepared for them. You will have the opportunity to polish your interviewing skills thru practice and feedback in a safe environment, as well as practice with specific interviewing questions that are commonly asked. These 2 workshops also focus on the significance of the part that attitude plays in the interviewing process. This is a 2 day workshop and you must complete Interview Day 1 to attend Day 2.

## **PROFESSIONALISM / EMPOWERMENT IN JOB RETENTION**

This workshop focuses on strategies and behaviors that positively impact your career advance and job retention, as well as some practical and common sense ways to have a positive and successful job experience. You will also be given tools that provide insight in developing and having a positive rapport with co-workers and employers. Relationships and positive connections are the key to success.

## **NEW APPLICANT ORIENTATION**

Orientation is a mandatory part of the application process. **Note:** Individuals must bring the complete application packet. Pre-registration is not necessary, however, we do recommend that you call on the day you plan to attend to confirm Orientation is still scheduled for that day.


Please register online for all workshops not taken. Any questions feel free to contact Maggie @ [408-557-4307](tel:408-557-4307)



**Project HIRED will be CLOSED on July 4<sup>th</sup>, 2017.**

**Project HIRED is closed Monday-Friday from 12pm-1pm for staff lunches.**

# PROJECT HIRED JULY 2017 CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	<b>4</b> <b>PH CLOSED</b> 	5	6	7
10	<b>11</b> 10:00am – 12:30pm WS: Building Career Confidence in Career Transition 1:30pm – 2:15pm New Applicant Orientation	<b>12</b> 10:00am – 12:30pm WS: Career Exploration	<b>13</b> 10:00am – 12:30pm WS: Resume Development and Targeting	14
17	<b>18</b> 10:00am – 12:30pm WS: Networking for Success 1:30pm – 2:15pm New Applicant Orientation	19	<b>20</b> 10:00am – 12:30pm WS: Salary Negotiation	<b>21</b> 10:00am – 12:30pm WS: Understanding the ADA / Asking for Accommodation
24	<b>25</b> 10:00am – 12:30pm WS: Interviewing Day 1 1:30pm – 2:15pm New Applicant Orientation	<b>26</b> 10:00am-12:30pm WS: Interviewing Day 2	<b>27</b> 10:00am – 12:30pm WS: Professionalism / Empowerment in Job Retention	28
31	<b>NOTE:</b> 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.			

**NOTE:** Registration for any PH Event is required, preferably at least **24 hours** in advance, [www.proiecthired.org/register](http://www.proiecthired.org/register) or by calling (408) 557-0880.