

Project HIRED EVENTS CALENDAR: MAY 2017

BUILDING CAREER CONFIDENCE

This is the place to start to develop a resume that stands out. Whether or not you have a current resume, you need to understand your strengths and weaknesses, and your strongest traits to align your values with an organization. Not sure what kind of work you are interested in? This workshop will help you clarify your skills, values and interests, as well as give you language that will prepare you for the next workshop.

CAREER EXPLORATION

Learn tools and resources for developing career opportunities that fit your skills, interests, values, and needs. Learn how to get organized and motivated in your career search.

RESUME DEVELOPMENT & TARGETING

A resume is your self-marketing tool, as well as a snapshot of what you can do to contribute to an organization and make a positive impression. 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. Bring your current resume.

NETWORKING FOR SUCCESS

80% of jobs are found through networking; and many of those jobs are never posted. Now that you know what you want and the company for whom you want to work, it's time to polish you're online and face-to-face skills. "It's not what you know, it's who you know." Learn how to sell yourself and develop network leads.

SALARY NEGOTIATION

Negotiating your salary will be one of the most important financial decisions you make. It can also be an uncomfortable process. You want to get what you're worth but also you don't want to offend or scare off your future employer. Workshop reveals ways to dramatically improve salary negotiation.

UNDERSTANDING THE ADA / ASKING FOR ACCOMMODATION

Workshop explores the legal requirements and spirit of the Americans with Disabilities Act. Upon completion, you will have a better understanding of the employment requirements in the ADA, including the rights under Title I of the ADA, and the process for identifying and requesting reasonable accommodations.

INTERVIEWING DAY 1 & DAY 2

Learn about the different types of interviews and how to be prepared for them. Polish your interviewing skills through practice and feedback in a safe environment to improve your skills. You must complete Interview Day 1 to attend Day 2.

JOB RETENTION & PROFESSIONALISM

Surveys show a 50% upward increase in employee turnover as the economy improves. What positive, conscious, vigorous steps are you taking to retain your current position? This workshop will present a list of practical and adaptable tools you will use in job retention and career advancement.

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



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

Project HIRED is CLOSED every Friday at 12:00pm.

PROJECT HIRED MAY 2017 CALENDAR

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2 10:00am – 12:30pm WS: Building Career Confidence	3	4 10:00am – 12:30pm WS: Career Exploration	5
8	9 10:00am – 12:30pm WS: Resume Development 1:30pm – 2:15pm New Applicant Orientation	10 10:00am – 12:30pm WS: Networking For Success	11 10:00am – 12:30pm WS: Salary Negotiation	12
15	16 10:00am – 12:30pm WS: Understanding the ADA/Asking for Accommodation 1:30pm – 2:15pm New Applicant Orientation	17	18 10:00am-12:30pm WS: Interviewing Day 1	19
22	23 10:00am-12:30pm WS: Interviewing Day 2 1:30pm – 2:15pm New Applicant Orientation	24 PH CLOSED FOR STAFF EVENT	25 10:00am – 12:30pm WS: Job Retention & Professionalism	26
29 MEMORIAL DAY  PH CLOSED	30 1:30pm – 2:15pm New Applicant Orientation	31	NOTE: 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.projecthired.org/register or by calling (408) 557-0880.