



ORIENTATION & CAREER ESSENTIAL WORKSHOPS

Orientation to Available OneStop Services

May 3rd, 10th, 17th, 24th 9:30am RES

May 4th, 11th, 18th, 25th 10:00am SNAP

Career Essential Workshops

May 9th & 23rd 11:00am Module I **Goal Setting**

Work Values and Career Interest

Conducting a Job Search

May 9th & 23rd 12:00pm Module II **Resume Writing**

Interviewing

Letter Writing

May 9th & 23rd 2:00pm Module III **Basic Customer Service**

Business Etiquette

Appropriate Behavior in the Workplace

Positive Attitude and Motivation

Communication Skills

Problem Solving

Anger Management