



ORIENTATION & CAREER ESSENTIAL WORKSHOPS

St. Thomas/St. John District

Orientation to Available OneStop Services

August 3 rd , 10 th , 17 th , 24 th , 31 st	9:30am	RES
August 2 nd , 9 th , 16 th , 23 rd , 30 th	10:00am	SNAP

Career Essential Workshops

August 8 th & 22 nd	11:00am	Module I	Goal Setting
			Work Values and Career Interest
			Conducting a Job Search
August 8 th & 22 nd	12:00pm	Module II	Resume Writing
			Interviewing
			Letter Writing
August 8 th & 22 nd	2:00pm	Module III	Basic Customer Service
			Business Etiquette
			Appropriate Behavior in the Workplace
			Positive Attitude and Motivation
			Communication Skills
			Problem Solving
	Anger Management		



To register for workshops please call
(340) 776-3700 ext. 2099 or 2044