



ORIENTATION & CAREER ESSENTIAL WORKSHOPS

Orientation to Available OneStop Services

June 7 th , 14 th , 21 st , 28 th	9:30am	RES
June 1 st , 8 th , 15 th , 22 nd , 29 th	10:00am	SNAP

Career Essential Workshops

June 13 th & 27 th	11:00am	Module I	Goal Setting
			Work Values and Career Interest
			Conducting a Job Search
June 13 th & 27 th	12:00pm	Module II	Resume Writing
			Interviewing
			Letter Writing
June 13 th & 27 th	2:00pm	Module III	Basic Customer Service
			Business Etiquette
			Appropriate Behavior in the Workplace
			Positive Attitude and Motivation
			Communication Skills
			Problem Solving
	Anger Management		