### March 2020

**Albany Career Center**

General Orientation is required and offered Monday–Thursday at 9:00 am & 5:00 pm and Friday at 9:30 am

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<tr>
<td>VIP Mock Interviews  9:30am  Time Management  11:00am  Computer Skills &amp; Email  4:30pm</td>
<td>Resume Workshop  9:30 am  Conflict Resolution  11:30am  Communication Skills  2:30pm</td>
<td>Time Management  9:30am  Work Ethics  3:00pm  Open Resume Assistance For VIP Clients  3:00pm - 5:00pm</td>
<td>Communication Skills  9:30am  Work Ethics  3:00pm  Open Computer Learning at GCF Learn Free  2:30pm</td>
<td>Pain is temporary. Quitting lasts forever. --Lance Armstrong</td>
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<tr>
<td>Community Impact Center  9:30 – 12:30  Job Searching  9:30am  Computer Skills &amp; Email  11:00am</td>
<td>Time Management  11:00 a.m.  Communication Skills  4:00pm</td>
<td>GED Orientation  9:00am  Work Ethics  11:00am  Job Searching  4:30pm</td>
<td>Open Computer Learning At GCF Learn Free  9:30 a.m.  Time Management  11:00am  VIP Career Exploration  3:00 p.m.</td>
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<tr>
<td>Community Impact Center  9:30—12:30  VIP Mock Interview  9:30-11:30  by appointment</td>
<td>Open Resume Assistance for VIP Graduates  3:00pm – 5:00pm  Work Ethics  4:00pm</td>
<td>GED Orientation  9:00am  Resume Workshop  11:00am  Interview Skills  4:30pm</td>
<td>Resume Workshop  9:30 am  Conflict Resolution  11:30am  Communication Skills  2:30pm</td>
<td>Time Management  9:30am  VIP Career Exploration  11:00am  Work Ethics  2:30 pm</td>
<td>Focus on your goal. Don’t look in any direction but ahead. – Theodore Roosevelt</td>
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<td>Believe you can and you’re halfway there. – Theodore Roosevelt</td>
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<td>People who are crazy enough to think they can change the world, are the ones who do. – Rob Siltanen</td>
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### March 2020

**Community Impact Center**

- **Multi-Industry Hiring Event**
  - 9:30 a.m.–12:30 p.m.

### Community Impact Center

- **9:30—12:30**
- **Resume Workshop** 9:30am
- **Job Searching** 12:00pm
- **Work Ethics** 4:00pm

### VIP Mock Interviews

- **By appointment**

### VIP Career Exploration

- **9:30am**
- **VIP Career Exploration**
- **11:00am**
- **Work Ethics**
- **11:00am**
- **VIP Mock Interviews** 2:00pm – 3:00pm by appointment
**CALENDAR DETAILS**

**Orientation:** All clients are required to complete orientation before use of services or resources. This class goes over the Career Center policies and gives an overview of the programs offered by GoodwillSR.

**Orientation Schedule:** 9:00 am & 5:00pm Monday – Thursday  
9:30 am Friday

**Resume Workshop:** This workshop teaches you how to write an effective and professional resume. Please bring work history (Employer name and address, position titles, dates, job descriptions), 4 to 5 references, and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc).

**Interview Skills Workshop:** Learn how to WIN at the interview! The interview skills class is designed for any and everyone preparing for their next employment opportunity. This workshop will also cover how to “dress for success”.

**Computer Skills & Email Workshop:** This class covers basic computer skills. You are taught the basic skills needed to operate a computer for writing a resume, online job searching, etc. We will also cover e-mail basics and help create your own professional e-mail address if needed to assist you in your job search.

**Time Management Workshop:** Learn how to use your time effectively to be more efficient in the workplace.

**Conflict Resolution Workshop:** The purpose of this workshop is to teach you the proper way to handle conflict in the workplace. Many of the techniques can be applied to personal issues as well.

**Communication Workshop:** To an employer, good communication skills are essential! Learn how active listening can improve the way you communicate with employers, co-workers, and customers and learn how to interpret information received from others.

**Job Searching & Professionalism:** This class will go over the latest trends in performing a successful job search. We will also cover key elements of professionalism in the workplace so once you get the job, you keep the job!

**Work Ethics:** This class will go over the difference between ethical and unethical behavior in the workplace. We will also discuss the consequences of unethical behavior in the workplace.

**Mock Interview:** The interview might be the final step before you get the job! You have prepared, now let us help you put your knowledge to the test and practice an actual job interview with you. This mock interview will be tailored to fit the job description in which you are applying. Please dress for an interview, bring a job description of the position you are interested in, and bring your resume!

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**Career Center VIP Program**

Let us help you become “Career Ready”. Complete each of the classes on the Career Center VIP Program card to become a Career Center VIP. VIP services include:

- Entrance into a monthly gift card drawing (during the month of completion)
- Priority assistance with job searching, job applications, and resume preparation
- Referrals to “hot jobs”
- Early access to job fairs and other special events

See a Career Center Specialist today to become a VIP!