




**General Orientation is required and offered Monday – Thursday at 9:30 am & 2:30 pm and Friday at 9:30 am**

Mon	Tue	Wed	Thu	Fri	Sat
	1 Computer Skills & Email 10:00am  Work Ethics 3:00pm	2 <b>CVCC College Fair</b> 9:30am – 4:30pm  Time Management 10:00am  Resume Workshop 3:00pm	3 Job Searching 10:00am  Interview Skills 3:00pm	4 Mock Interviews 11:00am	5 <i>Check out our HOT JOBS Board for ready to hire local positions!</i>
7 Work Ethics 10:00am  <b>VIP Career Exporlation</b> 11:00am  Communication Skills 3:00pm	8 <b>ILJIN Job Fair</b> 9:00am – 1:00pm  Time Management 10:00am  Computer Skills & Email 3:00pm	9 Resume Workshop 3:00pm	10 Conflict Resolution 10:00am  <b>VIP Career Exporlation</b> 11:00am  Job Searching 3:00pm	11 Interview Skills 10:00am  Mock Interviews 11:00am	12 Please visit <a href="http://www.goodwillsr.org">www.goodwillsr.org</a> for job listings!
14 <b>VIP Career Exporlation</b> 10:00am  Work Ethics 3:00pm	15 Interview Skills 10:00am  Time Management 3:00pm	16 <b>VIP Career Exporlation</b> 10:00am  Resume Workshop 3:00pm	17 Communication Skills 10:00am  Job Searching 3:00pm	18 Conflict Resolution 10:00am  Mock Interviews 11:00am	19 <i>Check out our HOT JOBS Board for current local positions!</i>
21 <b>VIP Career Exporlation</b> 10:00am	22 Time Management 10:00am	23 <b>Early Closing</b> 3:00pm	24  <i>Closed for the Holiday</i>	25  <i>Closed for the Holiday</i>	26 Please visit <a href="http://www.goodwillsr.org">www.goodwillsr.org</a> for job listings!
28 Job Searching 11:00am	29 Computer Skills & Email 10:00am	30 Resume Workshop 11:00am	31 <b>Early Closing</b> 3:00pm	1  <i>Closed for the Holiday</i>	<i>Stay Safe This Holiday Season</i>  <i>See you next year!</i>

## 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:** 9:30am & 2:30pm Monday – Thursday; 9:30am Friday

**We are closed for lunch daily from 1pm-2pm and 1pm-1:30pm on Fridays**

**VIP Career Exploration:** This lab and workshop teaches you about you! You will learn about your personality in the workplace and filter through your career interests to gain a better understanding of the best career options for you. This will aid in a more successful job search.

**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.

**VIP 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!

### 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

Find Your  
**Good**<sup>™</sup>  
● CAREER ● FINANCES ● EDUCATION

**See a Career Center Specialist today to become a VIP!**