

CONNECT Workshops & Services

Getting Started	Focus	Resume / Applications	Job Search	Interviewing/Negotiations
<p>Career Advising Career Advisors are available to meet with you for one-on-one job search assistance. Advisors are available daily. To speak with a Career Advisor, contact the CONNECT! Front desk.</p> <p>Managing Change An interactive workshop to help you move through the stress and uncertainty created by job loss. Learn how to work through your emotions, launch an effective job search, and explore what's next for you.</p>	<p>Discover You Interactive workshop to help you explore your interests, values and brainstorm career options.</p> <p>Who Am I? A survey of available career assessment tools to help individuals define their skills, interests, values, and personality and then apply this information to career decisions.</p> <p>Career Assessment Take career assessment tools to identify your skills, interests, values and personality. Then participate in an interactive workshop to interpret the results. Talk to a career advisor for more information.</p> <p>Career Exploration Learn how to gather information about career options, develop an understanding of how to access the latest career information resources, and discover the value of career exploration in making smart and informed career decisions.</p>	<p>Resume Facts Learn the answers to the most common resume questions including: what goes on the resume, do I need to customize my resume, what are the best ways to organize my information and is a cover letter necessary?</p> <p>Resume Critique Have a career advisor review your resume and provide you with information, ideas, and assistance in creating your resume. This service is offered during career advising appointments.</p> <p>Customize Your Resume This is an opportunity for you to work independently on your resume and customize it to a specific job posting. A facilitator is available to provide assistance as needed. Please bring a copy of the job description and a hard copy or electronic version of your resume with you. Resume Facts is required prior to attending this class.</p> <p>Job Applications If your job search includes filling out applications, and most jobs do at some point, learn how to <i>not screen yourself out</i>. Discover how to successfully address legal issues and sticky questions.</p>	<p>How To Find Job Leads The more exposure you and your resume have during the job search, the more likely you are to find a job. Come learn how to get known by people with the power to hire you.</p> <p>Job Search Tips for the Mature Worker Mature job seekers frequently have concerns that their age or number of years of experience may create obstacles in their job search. Learn how to identify age-friendly employers, age-neutralize your resume, and answer the tough interview questions.</p> <p>Networking What is networking? How do I introduce myself? How do I start a conversation? Learn all of this and how to make attending networking events effective.</p> <p>Real-Time Networking Practice your networking skills and grow your network at the same time. Meet with other job seekers to network in small groups and ask for advice, information and referrals.</p> <p>Using LinkedIn 1 Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.</p> <p>Using LinkedIn 2 Learn how to use LinkedIn as a job search tool including finding people, using groups, and locating job postings.</p> <p>Informational Interviewing Build your confidence requesting and conducting informational meetings with people who have the advice, information, referrals you need.</p>	<p>Ace the Interview The most simple interview questions can be the most difficult to answer. Learn how to handle questions about your salary requirements, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.</p> <p>Ace the Interview is strongly recommended before taking the following workshops:</p> <p>Interview Practice Practice your interviewing skills with a partner. Each session will cover questions related to a specific interview tool: Summary, PSR, Sandwich, or Salary Screen.</p> <p>Presenting Accomplishments Add impact to your interviews by learning how to talk about your successes, highlight your strengths and minimize your weaknesses by turning negatives into positives. <i>It is recommended to bring your resume and a sample job description to this workshop.</i></p> <p>Behavior-based Interviewing "Tell me about a time when..." Prepare for tough questions asking how you handled specific situations in your past, including both successes and failures. Create your own job profile and practice responding to related questions. <i>It is recommended to bring your resume and a sample job description to this workshop.</i></p> <p>Customize Your Interview This is an opportunity for you to work on targeting your interview responses to a specific employer and job posting. You will work on PSRs and Sandwiches and practice responding to targeted questions with a partner. Please bring 2 copies of the job description and your resume with you. Ace the interview and Presenting Accomplishments or Behavior-based Interviewing are required prior to attending this class.</p> <p>Negotiating the Offer Discover what, other than money, is negotiable. How should you position yourself? What do you ask for first? Can you get a sign-on bonus? Get these questions answered, and practice negotiating with a partner.</p>

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Professional Effectiveness Program (PEP)	Computer Skills	Orientations	Entrepreneurship	Disability Services
<p>PEP classes feature practical, state-of-the-art techniques, interactive exercises, and immediately useful tools in the areas of communicating, team building, and problem solving.</p> <ul style="list-style-type: none"> Learn communicating skills that will help you resolve problems, respectfully present your point of view and listen to others. Enhance your ability to give and receive feedback. Learn facilitation skills to improve team dynamics and increase productivity. Apply collaboration and consensus building techniques used in high-performance teams. Learn skills to analyze and creatively solve problems in a team setting 	<p>Must be able to attend all sessions of the class.</p> <p>Intro to Computers Basic overview of how a computer works and how to use the Windows Vista Operating System. Class also provides an introduction to the internet and internet-based email.</p> <p>MS Office classes are introductions to the Microsoft applications. It is recommended that participants be comfortable with basic computer functions.</p> <p>MS Word Editing, formatting templates, wizards, layouts, graphics, columns, and tables.</p> <p>MS Excel Editing, formatting, printing, charts, and basic calculations.</p> <p>MS PowerPoint Creating a presentation, adding / modifying slides and templates, inserting information, and printing slides.</p> <p>Intro to Access Basic course in understanding databases; tables, queries, forms and reports. An understanding of MS Excel is helpful.</p> <p>QuickBooks Class reviews the functions and features of QuickBooks including accounts, lists, customers, vendors, sales tax, invoicing, inventory, reporting, and more.</p>	<p>ProMatch Orientation Learn about ProMatch, a member-driven networking organization that provides connections and resources for professionals engaged in job search.</p> <p>Prove It! Orientation Prove It! provides online skills testing to determine your technical proficiencies. Orientation will cover process to access the assessments, test taking tips, and how to understand the results.</p> <p>CONNECT Library Orientation Learn about our library resources and services. Tour the library and see a demo of business databases that are available to assist you with your career and business research.</p> <p>OJT Orientation Learn about NOVA's On-The-Job (OJT) Training Program to decide if OJT is right for you. The process of developing an OJT is explained and a career exploration guide for OJT is distributed.</p>	<p>Should I Start A Business Learn the fundamentals of what it means to run your own business and local resources available to assist entrepreneurs.</p> <p>Franchise Options How to start a franchise and local resources available to assist entrepreneurs.</p> <p>Resources for Starting a Business Discover information resources that help you find information on launching and managing your small business, writing a business plan, competitive intelligence, and more!</p> <p>Independent Contracting Learn about how the IRS defines a consultant / contractor, definitions of corporations, how to set your rate, how to find business leads and walk away with resources to help you get started.</p> <p>Employer Presentations</p> <p>Information or Recruitment Session Learn about company specific information, hiring process and job opportunities. Please see session flyer for specific details about the event.</p>	<p>Disability Navigator The Disability Navigator can provide guidance on benefit issues, disability disclosure, workplace accommodations, legal issues, and other programs and community-based organizations that can help leverage the job search of individuals with disabilities. Please see the front desk to schedule an appointment.</p> <p>Dept Of Rehabilitation Orientation An overview of the services offered by California Department of Rehabilitation and how to apply for services. Please sign up at the CONNECT! front desk.</p> <p>Financial Resources</p> <p>Mastering Your Money Review the basics of a spending plan and the ins and outs of credit.</p>