

- NOVA workshops are open to **registered NOVA Job Center members** only
- Workshops are available on a **first-come, first-served** basis to NOVA members
- Registered members **sign in at the front desk 30 minutes prior** to the scheduled start of the workshop
- Workshops with an **asterisk (*) have prerequisites**; review the workshop description page for details

M	T	W	Th	F
3 What Are My Training Options? 10:00 – 11:00 a.m. Managing Change 1:30 – 4:00 p.m.	4 Resumé Facts 1:30 – 3:30 p.m.	5 Ask the Career Advisor 10:00 – 11:00 a.m. Am I Marketable? 2:00 – 4:00 p.m.	6 Generating Job Leads 9:00 a.m. – 12:00 noon	7 Ace the Interview 9:00 a.m. – 12:00 noon Job Center closes early 3:30 p.m.
10 Am I Marketable? 9:00 – 11:00 a.m.	11 Ace the Interview 1:30 – 4:30 p.m.	12 US Census Bureau Testing 9:00 a.m. – 4:00 p.m.	13 Developing Your LinkedIn Profile 9:00 – 10:30 a.m.	14 Resumé Facts 10:00 a.m. – 12:00 noon What Are My Training Options? 2:00 – 3:00 p.m.
17 Ace the Interview 9:00 a.m. – 12:00 noon Job Center closes early 4:00 p.m.	18 What Are My Training Options? 2:00 – 3:00 p.m.	19 Ask the Career Advisor 9:00 – 10:00 a.m. Resumé Facts 1:30 – 3:30 p.m.	20 Using LinkedIn in Your Job Search 9:00 – 10:30 a.m.	21 Managing Change 9:30 a.m. – 12:00 noon Am I Marketable? 2:00 – 4:00 p.m.
24 Holiday Closure	25 Holiday Closure	26 Resumé Facts 10:00 a.m. – 12:00 noon	27 What Are My Training Options? 10:00 – 11:00 a.m.	28 Ace the Interview 9:00 a.m. – 12:00 noon
31 Holiday Closure	Career Advising Appointments & Advice Line: www.novaworks.org/seeker/advising			

CAREER ADVISOR SERVICES

► Career Advising

One-on-one job search assistance. To schedule an appointment with a career advisor, **complete our online form at link.novaworks.org/appt**.

► Ask the Career Advisor

Have a question for an advisor but don't think you need a one-on-one meeting? This group session is your opportunity to drop in and have your questions answered.

► Advice Line

Have a quick question for an advisor and can't get to the NOVA Job Center? **Complete our online form: link.novaworks.org/appt**.

1 FOCUS

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.

Am I Marketable?

This class will assist you in determining your marketability for the position you are targeting. You'll learn about online tools to define current trends, including availability of positions, required skills, and salary data.

What Are My Training Options?

Learn about the training options that are available to you to increase your skills, confidence, and marketability.

Franchise Options

This workshop explains how to start a franchise and provides local resources available in order to assist entrepreneurs.

2 RESUMÉ

Resumé Facts

Learn the answers to the most common resumé questions including: what goes on the resumé, do I need to customize my resumé, what are the best ways to organize my information, and is a cover letter necessary?

Resumé Critique

Have a career advisor review your resumé and provide you with information, ideas, and assistance to make your resumé most effective. This service is offered during career advising appointments.

Resumé Pro: Think Like a Recruiter

Learn what recruiters look for in potential candidates and the problems and challenges they face. You will be better equipped to create a resumé that presents you in the best light possible. **"Resumé Facts" is required prior to taking this class.**

3 JOB SEARCH

Generating Job Leads

The more exposure you and your resumé have during the job search, the more likely you are to find a job. Learn about the visible and hidden job market and best ways to tap into your network.

Developing Your LinkedIn Profile

Learn the basics of LinkedIn including setting up your profile, managing your account settings, and adding connections.

Using LinkedIn in Your Job Search

Learn how to use LinkedIn as a jobsearch tool, including finding people, using groups, and locating job postings.

4 INTERVIEW

Ace the Interview

The simplest questions can be the most difficult. Learn how to handle questions about your salary, your weaknesses, and your strengths. Discover effective, proven techniques to prepare you for tough job interviews.

Interview Preparation

Do you have an interview coming up? Receive valuable feedback through a mock interview session. ***This service is offered during career advising appointments.***