

# January 2019

- 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
	1  <b>Closed for HOLIDAY</b>	2  <b>US Census Bureau Testing</b> 9:00 a.m. – 4:00 p.m.	3  <b>Ace the Interview</b> 9:30 a.m. – 12:30 p.m.	4  <b>Resumé Facts</b> 10:00 a.m. – 12:00 noon  <b>Job Center closes early</b> 3:30 p.m.
7  <b>What Are My Training Options?</b> 9:00 – 10:00 a.m.  <b>Resumé Facts</b> 1:30 – 3:30 p.m.	8	9  <b>Developing Your LinkedIn Profile</b> 9:00 – 10:30 a.m.	10  <b>Ace the Interview</b> 9:00 a.m. – 12:00 noon	11  <b>Am I Marketable?</b> 9:00 – 11:00 a.m.  <b>Managing Change</b> 1:30 – 4:00 p.m.
14  <b>Ask the Career Advisor</b> 10:00 – 11:00 a.m.	15  <b>Ace the Interview</b> 1:30 – 4:30 p.m.	16  <b>Using LinkedIn in Your Job Search</b> 9:00 – 10:30 a.m. <b>What Are My Training Options?</b> 2:00 – 3:00 p.m.	17	18  <b>Resumé Facts</b> 10:00 a.m. – 12:00 noon
21  <b>Closed for HOLIDAY</b>	22  <b>Resumé Facts</b> 1:30 – 3:30 p.m.	23  <b>Am I Marketable?</b> 9:00 – 11:00 a.m.  <b>Ace the Interview</b> 1:30 – 4:30 p.m.	24  <b>Managing Change</b> 9:30 a.m. – 12:00 noon	25  <b>What Are My Training Options?</b> 9:00 – 10:00 a.m.  <b>Generating Job Leads</b> 1:00 – 4:00 p.m.
28  <b>Ace the Interview</b> 1:30 – 4:30 p.m.	29  <b>What Are My Training Options?</b> 2:00 – 3:00 p.m.	30  <b>Ask the Career Advisor</b> 2:00 – 3:00 p.m.	31	  Career Advising Appointments & Advice Line:  <b><a href="http://www.novaworks.org/seeker/advising">www.novaworks.org/seeker/advising</a></b>

## 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](http://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](http://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.**