




	18 <b>President's Day- National Holiday</b> <b>Center Closed</b> 	19 <b>Careers for People 50 Years and Older</b> AARP 11:30am - 1:00pm	20 <b>Workplace Excellence Workshop</b> <b>"Presentability"</b> 10:00am – 11:30am	21 <b>SMART Goals</b> 11:00am – 12:00pm  <b>Information Session</b> 1:00pm – 2:00pm	22 <b>(Center Closes at 1:00pm)</b>
	25 <b>Walk-In Hours</b> 10:00am – 2:00pm	26 <b>Careers in Construction:</b> 5 C's Construction 11:30am – 1:00pm	27 <b>Workplace Excellence Workshop</b> <b>"Reasonability"</b> 10:00am – 11:30am	28 <b>Information Session</b> 10:00am – 11:00am  <b>Overcoming Barriers</b> 11:15am – 12:15pm	

### Workshop and Activity Descriptions

- **Career Connect:** When looking for work, establishing a networking system is very important. Join our staff and others and discover how to professionally present yourself to employers.
- **Goal Setting:** This workshop will be centered around having a group discussion on ways to achieve goals that you set for you and your family.
- **All eyes on me:** This workshop focuses on preparing the participant to dress professionally in the workplace.
- **Developing a marketable resume:** This is an informative workshop to train the participant to develop a marketable resume.
- **Let's test your interview skills:** There will be mock interviews given, and there will be a discussion about overcoming fear in an interview.
- **Recruitment events:** Recruitment Events is a time we set aside on our calendar and invite an employer to our site. Our participants get an opportunity to meet the employer face-to-face in a small setting. This is a time when you come dressed professionally with your resume in hand ready to present to the employer.
- **Workplace Excellence Workshop Series:** This series consists of 10 modules designed to help people understand and deliver what employers really want in today's workplace.
  - **Adaptability:** Today's workplace is changing faster than ever. Learn how to navigate success in this new environment.
  - **Communicationability:** Gain tips on how to use your best verbal and non-verbal communication skills in the workplace.
  - **Dependability:** Learn to maximize your time in the workplace. It's more than being on time for work. It's about the work.
  - **Presentability:** Understand the importance of company image; one can obtain a professional wardrobe inexpensively.
  - **Reasonability:** Learn to use reason to solve problems on the job for positive outcomes that lead to success.
  - **Respectability:** Companies need employees who get along and bring out the best in each other. Learn what that really means.
  - **Workability:** Learn the realities of the workplace by understanding your supporting role in a company and their bottom-line to make money and provide service.
  - **Writeability:** Learn how to write and deliver written communication in the workplace. Receive tips on email, text writing and more.
  - **Suitability:** Employers want employees who have the skills, knowledge, and experience for the job, AND who fit the culture. Learn how to fit into the culture of the workplace.
  - **Transitionability:** Learn how to strengthen your transitionability so you can move smoothly into a new job.