

Career One Stop Center

The objectives of the workshops presented daily:

- Client exposure to topics relevant to current computer technology.
- Illustration of topics using video, verbal examination of relevant concepts and distribution of prepared reference material.

Workshops are NOT A TRAINING PROGRAM -Appointments are required-

Basic Computer Skills

This is designed for the new computer user

- The keyboard used effectively; how shortcuts streamline the process
- Putting the mouse in its proper place during your work session
- The Active Window and window content
- Sizing, moving and arranging windows
- Minimize, maximize & scroll

Self Management Skills

Discover your true value as an employee

- Accessing occupation specific information
- Examine your knowledge, skills and abilities
- See how to present your skills to prospective employers
- Examine *Job Related Skills, adaptive Skills/Personality Traits, and Transferable skills*

Labor Market Research

A "Hands-On" look at marketing your skills – You will be able to...

- Incorporate information received from *Self Management Skills* in your market research.
- Research projected job openings in a variety of positions
- Check the current listing of demand occupations
- Access salary information for specific industries or occupations
- Examine New Jersey's current labor market and economic conditions

Effective Job Search

Prepare for that job interview, assess your qualifications for employment

- Time management – Resources required – Effective methodology
- Examine newspaper classifieds, Internet job postings and build a "Network"
- Develop your skills language
- Prepare for resume update or creation

Marketing Yourself

Collect, review and prepare all information required for your job search

- Client will bring resume information to begin resume creation
- Cover Letter Template – Resume Data Sheet – Resume Template provided
- Client will be provided with samples of cover letters and resumes
- A "Personal Datasheet" to complete a written job application is provided

Interviewing

Examine the concepts and strategies involved in preparation for job interviews

- Preparing for an interview
- Phases of the interview
- Prepare for questions

Computer Lab (Fridays Only)

Computer lab is provided for our clients, an appointment is required. *This is not a workshop. An instructor will be available for general assistance.*

- Clients may use programs: Teknimedia Interactive Instruction, MS Word, Internet Explorer
- Clients may begin/complete cover letter/resume and save to a floppy disk
- Clients may establish a free E-mail account
- Clients may do a web based job search
- Clients may input their resume online