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## WORKSHOPS & LABS FOR DECEMBER, 2012

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TO SIGN-UP FOR THE FOLLOWING WORKSHOPS GO TO: [WWW.PPWFC.ORG](http://WWW.PPWFC.ORG)

VETERANS AND OTHER COVERED PERSONS ARE ENTITLED TO PRIORITY OF SERVICE IN ALL U.S. DOL FUNDED EMPLOYMENT AND TRAINING PROGRAMS IN ACCORDANCE WITH PUBLIC LAW 107-288

*WHEN SIGNING UP FOR A WORKSHOP PLEASE MARK THE DATE AND TIME  
IN YOUR CALENDAR IN ORDER TO ENSURE YOUR ATTENDANCE!  
PLEASE BE CONSIDERATE OF OTHERS TRYING TO ATTEND.  
PARENTS PLEASE ARRANGE FOR CHILDCARE WHILE ATTENDING A WORKSHOP.*

FOR WORKSHOP DESCRIPTIONS SEE PAGES 5 & 6.  
ALL WORKSHOPS ARE IDENTIFIED BY THEIR WORKSHOP NUMBER.  
TO SIGN-UP FOR WORKSHOPS GO ONLINE, UNLESS OTHERWISE NOTED.

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### RESUME: MY RESUME NEEDS WORK? HOW CAN I GET HELP?

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**RESUME 101: BUILD A BASIC RESUME**

Wednesday, December 12 • 10 am - 12:00 noon

**RESUME 201: CREATE A BETTER RESUME**

Wednesdays, December 5 & 19 • 10 am - 12 noon - OR -  
Thursday, December 13 • 2 - 4 pm

**RESUME 301: FEDERAL JOBS: HOW TO APPLY**

Thursday, December 20 • 8:30 - 11:30 am • Vet priority  
Register at the Information Desk or call 667-3777

**RESUME 401: ONE-ON-ONE RESUME REVIEW**

By appointment only - visit the Information Desk or call 667-3777



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### INTERVIEWS: HOW DO I GET READY?

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**INTERVIEW 101: PREPARING FOR THE INTERVIEW**

Tuesdays, December 4 & 18 • 10 am - 12 noon

**INTERVIEW 201: MOCK INTERVIEW COACHING**

By appointment only -- visit the Information Desk or call  
667-3777

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## JOB SEARCH: HOW DO I START MY JOB SEARCH?

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### **JOB SEARCH 101: ONLINE JOB SEARCH**

Wednesdays, December 5 & 19 • 10 am - 12 noon

### **JOB SEARCH 201: NETWORKING: PAY IT FORWARD**

Tuesday, December 11 • 10 am - 12 noon

### **JOB SEARCH 301: SOCIAL MEDIA: EXPANDING YOUR CONNECTIONS**

Mondays, December 10 & 17 • 2 - 4 PM

### **JOB SEARCH 401: JOB NETWORKING-GROUPS**

Job Seeker Network Group • Mondays •

10 am - 12 noon • *NO meetings December 24 & 31*

50+ Network Group • Thursdays • 10 am - 12 noon • *NO meeting on December 27*



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## CAREERS: HOW DO I DECIDE WHAT CAREER TO PURSUE?

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### **CAREERS 101: PERSONALITY AND CAREER: MYERS-BRIGGS TYPE INDICATOR**

Fridays, December 7 & 21 • 10 am - 12 noon

### **CAREERS 201: CSI: CAREER SCENE INVESTIGATION**

Available during Computer Lab hours only

### **CAREERS 301: ASK A CAREER CONSULTANT (AACC)**

Monday, 8:30 - 11:00 am

Tuesday, 1:30 - 4:00 pm • Wednesday, 1:30 - 4:00 pm

First come first served, so there may be a wait.

Veterans are given priority.

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## COMPUTER SKILLS:

### HOW DO I IMPROVE MY COMPUTER SKILLS?

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#### **STEP ONE – TYPING OR KEYBOARDING**

The first step in mastering the computer is learning how to keyboard or type. To complete online applications, cover letters, and resumes you must learn basic typing skills. Come to the Open Lab or use your computer at home to learn keyboarding skills using free online tutorials.

[www.goodtyping.com](http://www.goodtyping.com) • [www.sense-lang.org/typing](http://www.sense-lang.org/typing)

*An instructor is available to assist you in the Open Lab.*

## ***Open Lab Hours***

**MONDAY, 3 - 5 PM • TUESDAY, 9 AM – 12 NOON •  
WEDNESDAY, 3 - 5 PM • THURSDAY, 9 AM – 12 NOON •  
FRIDAY, 9 AM - 2 PM**

### **STEP TWO – BEGINNING COMPUTER SKILLS-INSTRUCTOR-LED WORKSHOPS**

**Note:** These sessions are for job seekers with little or no computer ability. Sign up is available online or at the information desk in the Resource Center.

#### **BASIC COMPUTER SKILLS – PART 1**

Thursday, December 6 from 1 - 4 pm

Covers use of mouse and Windows, task bar, and minimizing/maximizing

**Prerequisite:** must have basic knowledge of how to use a mouse and ability to type a minimum 10 words per minute on the keyboard.

#### **MICROSOFT WORD SKILLS – PART 2**

Thursday, December 13 from 1 - 4 pm

Covers word processing, cut/paste, and font changes

**Prerequisite:** Must have attended *Basic Computer Skills - Part 1* workshop or must have basic knowledge of how to use a mouse, Windows, and ability to type a minimum 10 words per minute on the keyboard

*(IF YOU ARE UNABLE TO ATTEND THE WORKSHOPS YOU MAY COMPLETE BEGINNING LEVEL TUTORIALS DURING OPEN LAB. THESE TUTORIALS INCLUDE: THE MOUSE, COMPUTER BASICS, THE INTERNET AND BEGINNING WORD. IT IS RECOMMENDED YOU ATTEND THE WORKSHOPS IF POSSIBLE BECAUSE THEY INCLUDE HANDS ON ACTIVITIES.)*

### **STEP THREE – COMPUTER SKILLS CERTIFICATE**

Microsoft Office 2007: Beginning and Intermediate Word, Excel, and PowerPoint

This is a self-paced training program based on computer tutorials and hands on exercises.

This course requires participants to attend training a minimum of six hours per week. The average time to complete the training is 40-50 hours. A certificate is awarded at completion. Register online. You will be contacted when there is an opening. It may be a couple of weeks before you are contacted.

**Prerequisite:** must have basic computer skills and type at least 10 words per minute.

### ***CareerReady Colorado Certificate***

JOB SKILLS CREDENTIAL • THREE 1-HOUR TESTS

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OTHER COMPUTER WORKSHOPS AT PIKES PEAK LIBRARY DISTRICT WEBSITE - [WWW.PPLD.ORG](http://WWW.PPLD.ORG)

OR

LEARN ON YOUR OWN AT [WWW.GCFLEARNFREE.ORG](http://WWW.GCFLEARNFREE.ORG) AND [WWW.GOODTYPING.COM](http://WWW.GOODTYPING.COM)

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TO UPDATE YOUR PROFILE OR ACCESS JOB DATABASE GO TO [WWW.CONNECTINGCOLORADO.COM](http://WWW.CONNECTINGCOLORADO.COM)  
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## WORKSHOP DESCRIPTIONS

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### **CAREERS 101: PERSONALITY AND CAREER: MYERS-BRIGGS TYPE INDICATOR**

Matching personality type and work is a fundamental part of career planning. This tool provides insights into your preferences for a more satisfying, fulfilling job.

### **CAREERS 201: CSI: CAREER SCENE INVESTIGATION**

Computerized exploration tools to survey interests, occupations, required training, wages, and labor market information for your career plan.

*Computer / Internet skills required (see page 6)*

### **CAREERS 301: ASK A CAREER CONSULTANT (AACC)**

Have you attended PPWFC's workshops for help with career planning, job search, resume writing, and interviewing skills but still not met with success? Career Consultants are available to answer your questions and offer suggestions.

### **INTERVIEW 101: PREPARING FOR THE INTERVIEW**

Interviewing begins with research and practice. Learn how to prepare for an interview, as well as present yourself in the best way possible!

### **INTERVIEW 201: MOCK INTERVIEW COACHING: PRACTICE MAKES PERFECT!**

Practice your interview and reduce anxiety in a live, one-on-one, mock interview.

*Prerequisite: Must attend Preparing for the Interview workshop*

### **JOB SEARCH 101: ONLINE JOB SEARCH**

Learn about some of the resources available to you through Connecting Colorado, as well as other online resources.

*Computer / Internet skills / email address required (see page 6)*

### **JOB SEARCH 201: NETWORKING: PAY IT FORWARD**

In a tough economy with a highly competitive job market it is not just about who you know. Networking is not about trading business cards; it is about helping, assisting, sharing, supporting, and building relationships with others.

### **JOB SEARCH 301: SOCIAL MEDIA: EXPAND YOUR NETWORKING CONNECTIONS**

LinkedIn is now a way of life, and if you are not using it in your job search you are missing opportunities. Come learn some of the ins and outs of using LinkedIn and improving your job search. Must have an active email account for this workshop

### **JOB SEARCH 401: JOB NETWORKING-GROUPS**

For ongoing job search and support on trends and leads

### **RESUME 101: BUILD A BASIC RESUME**

The best place to start if you have never written a resume or it has been quite some time since you updated your resume. This workshop is a hands-on opportunity to build a resume. Bringing a list of previous employers, education, and a flash drive, is recommended.

*Provides beginner to intermediate instruction and guidance*

**RESUME 201: CREATING A BETTER RESUME**

So you have a resume, is it a report or an advertisement? Having trouble getting calls from your resume? This workshop provides ideas and suggestions on how to spruce up your resume.

*Prerequisite: Must have current resume or attended the Building a Basic Resume workshop. Provides intermediate to advanced resume guidance.*

**RESUME 301: FEDERAL JOBS: HOW TO APPLY!**

This session provides hands-on help with the complex Federal Job Application process.

**RESUME 401: ONE-ON-ONE RESUME REVIEW**

Sit down with someone one-on-one for individual feedback on your resume.

*Prerequisite: Must attend Building a Basic Resume and/or Creating a Better Resume workshop.*

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**COMPUTER / INTERNET SKILLS REQUIRED**

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**So, WHAT DOES “COMPUTER / INTERNET SKILLS REQUIRED” MEAN?**

This means that to attend the workshop you must be able to perform the following computer tasks:

- Open a new document
- Enter type/text in document
- Save a document
- Create document in Microsoft Word
- Change font size/style
- Set/change margins
- Use bullets/numbering
- Indent paragraphs
- Edit/change text
- Find a saved document
- Print a document
- Use HELP feature in Word
- Use spelling/grammar check

In today’s job market and economy, NOT having basic computer skills is frequently a barrier to employment. If you need assistance in learning how to use the computer please see the training sessions: Basic Computer Skills - Part 1 and Microsoft Word Skills - Part 2

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**TRACK THE WORKSHOPS FOR WHICH YOU HAVE SIGNED UP**

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To keep track of the workshops for which you have signed up use the chart below. Write down the day and time of the workshops for which you have signed up.

**For Example:**

Workshop	Date	Day	Time
<i>Create a Better Resume</i>	<i>December 5</i>	<i>Wednesday</i>	<i>10 am - 12 noon</i>

Workshop	Date	Day	Time

## PIKES PEAK WORKFORCE CENTER WORKSHOPS AND COMPUTER LAB SCHEDULE

DECEMBER				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>3</b>  8:30 - 11 AM AACC*  10 AM - 12 NOON JOB SEEKER NETWORK GROUP	<b>4</b>  10 AM - 12 NOON PREPARING FOR THE INTERVIEW  1:30 - 4 PM AACC*	<b>5</b>  10 AM - 12 NOON CREATE A BETTER RESUME  10 AM - 12 NOON ONLINE JOB SEARCH  1:30 - 4 PM AACC*	<b>6</b>  10 AM - 12 NOON 50+ NETWORK GROUP  1 - 4 PM BASIC COMPUTER SKILLS - PART 1	<b>7</b>  10 AM - 12 NOON PERSONALITY AND CAREERS
<b>10</b>  8:30 - 11 AM AACC*  10 AM - 12 NOON JOB SEEKER NETWORK GROUP  2 - 4 PM SOCIAL MEDIA	<b>11</b>  10 AM - 12 NOON NETWORKING: PAY IT FORWARD  1:30 - 4 PM AACC*	<b>12</b>  10 AM - 12 NOON BUILD A BASIC RESUME  1:30 - 4 PM AACC*	<b>13</b>  10 AM - 12 NOON 50+ NETWORK GROUP  1 - 4 PM MICROSOFT WORD SKILLS - PART 2  2 - 4 PM CREATE A BETTER RESUME	<b>14</b>  <b>STAFF TRAINING DAY</b>  <b>OFFICE CLOSED</b>
<b>17</b>  8:30 - 11 AM AACC*  10 AM - 12 NOON JOB SEEKER NETWORK GROUP  2 - 4 PM SOCIAL MEDIA	<b>18</b>  10 AM - 12 NOON PREPARING FOR THE INTERVIEW  1:30 - 4 PM AACC*	<b>19</b>  10 AM - 12 NOON CREATE A BETTER RESUME  10 AM - 12 NOON ONLINE JOB SEARCH  1:30 - 4 PM AACC	<b>20</b>  8:30 - 11 AM FEDERAL JOBS: HOW TO APPLY  10 AM - 12 NOON 50+ NETWORK GROUP	<b>21</b>  10 AM - 12 NOON PERSONALITY AND CAREERS
<b>24</b>  <b>CHRISTMAS EVE</b>  <b>OFFICE CLOSED</b>	<b>25</b>  <b>CHRISTMAS DAY</b>  <b>OFFICE CLOSED</b>	<b>26</b>  1:30 - 4 PM AACC*	<b>27</b>	<b>28</b>
<b>31</b>  8:30 - 11 AM AACC*				

\*AACC - Ask A Career Consultant