




| Mon  | Tue   | Wed  | Thu   | Fri   | Sat  |
|--|---|--|---|---|--|
|  |   | 1  | 2   | 3   | 4  |
| <p>Ask a Career Center Specialist about:<br/>VIP Program Benefits, GED, Ticket to Work<br/>ESL (English Second-Language)<br/>Resources to support your job search</p>                          |   | <p>Job Searching<br/>10:30am</p> <p>Work Ethics &amp; Professionalism<br/>3:30pm</p> <p>Taxes – By Appointment</p>   | <p>Resume Workshop<br/>10:30am</p> <p>Interview Skills<br/>3:30pm</p>   | <p>VIP Career Exploration I<br/>10:30am</p> <p>VIP Career Exploration II<br/>1:30pm</p> <p>VIP Mock Interviews by appointment</p> <p>Resource MFG 9:30-2:30</p>   | <p>Job Search Tip</p> <p>“Every new day is another chance to change your life.”</p>  |
| 6  | 7   | 8  | 9   | 10  | 11   |
| <p>Closed to Honor the Holiday</p> <p><b>LABOR DAY</b></p>    | <p>Hiring Event – Masterbuilt<br/>10am-2pm</p> <p>Time Management 10:30am</p> <p>Comp Skills&amp;Email 3:30pm</p> <p>Open Computer Learning at <a href="http://gcflearnfree.org">gcflearnfree.org</a></p> <p>Taxes – By Appointment</p> | <p>Hiring Event – State Dept of Corrections<br/>9am -1pm</p> <p>Conflict Resolution 10:30am</p> <p>Communication Skills<br/>3:30pm</p> <p>Taxes – By Appointment</p>                       | <p>Multi-Vendor Job Fair at Peachtree Mall - 9am-2pm</p> <p><b>NO MORNING WORKSHOPS</b></p> <p>Job Searching 3:30pm</p> <p>Taxes – By Appointment</p> | <p>Hiring Event – Path-Tec<br/>9:30am -2:30pm</p> <p>VIP Career Exploration I<br/>10:30am</p> <p>VIP Career Exploration II<br/>1:30pm</p> <p>VIP Mock Interviews by Appointment</p> <p>Resource MFG 9:30-2:30</p> | <p>Job Search Tip</p> <p>One important key to success is self-confidence. An important key to self-confidence is preparation.” Arthur Ashe</p> |
| 13   | 14  | 15   | 16  | 17  | 18   |
| <p>Job Searching<br/>10:30am</p> <p>Work Ethics &amp; Professionalism<br/>3:30pm</p> <p>Taxes – By Appointment</p>   | <p>Hiring Event – Kysor Warren –<br/>9am-12pm</p> <p>Resume Workshop<br/>10:30am</p> <p>Interview Skills 3:30pm</p> <p>Taxes – By Appointment</p>   | <p>Comp Skills &amp; Email 10:30am</p> <p>Open Computer Learning at <a href="http://gcflearnfree.org">gcflearnfree.org</a></p> <p>Time Management 3:30pm</p> <p>Taxes – By Appointment</p> | <p>Communication Skills<br/>10:30am</p> <p>Conflict Resolution<br/>3:30pm</p>   | <p>VIP Career Exploration I<br/>10:30am</p> <p>VIP Career Exploration II<br/>1:30pm</p> <p>VIP Mock Interviews by appointment</p> <p>Resource MFG 9:30-2:30</p>   | <p>Latino Festival<br/>12pm-9pm</p> <p>Job Fair – Civic Center<br/>11am – 3pm</p>  |
| 20   | 21  | 22   | 23  | 24  | 25   |
| <p>Conflict Resolution<br/>10:30am</p> <p>Communication Skills<br/>3:30pm</p> <p>Taxes – By Appointment</p>  | <p>Hiring Event – Path-Tec<br/>10am -1pm &amp; 2pm-5pm</p> <p>Work Ethics &amp; Professionalism 10:30am</p> <p>Job Searching 3:30pm</p> <p>Taxes – By Appointment</p>   | <p>Interview Skills 10:30am</p> <p>Resume Workshop 3:30pm</p> <p>Taxes – By Appointment</p>  | <p>Mission Closed for Staff Training</p>                         | <p>Mission Closed for Staff Training</p>   | <p>Please use this link for job searching</p> <p><a href="http://www.goodwillsr.org/work">www.goodwillsr.org/work</a></p>                      |
| 27   | 28  | 29   | 30  |   |  |
| <p>Comp Skills &amp; Email 10:30am</p> <p>Open Computer Learning at <a href="http://gcflearnfree.org">gcflearnfree.org</a></p> <p>Time Management<br/>3:30pm</p> <p>Taxes – By Appointment</p> | <p>Communication Skills<br/>10:30am</p> <p>Volunteer Recruitment Event<br/>2pm–5pm</p> <p>Conflict Resolution 3:30pm</p> <p>Taxes – By Appointment</p>  | <p>Job Searching<br/>10:30am</p> <p>Work Ethics &amp; Professionalism<br/>3:30pm</p> <p>Taxes – By Appointment</p>   | <p>Federal Resume Workshop<br/>9am – 4pm</p> <p>Resume Workshop<br/>10:30am</p> <p>Interview Skills<br/>3:30pm</p>                                    | <p><b>You are the DRIVER of your Own SUCCESS; Go For it...</b></p>  |  |

General Orientation is required and offered Monday – Thursday at 9:30am & 2:30pm and Friday at 9:30am

## CALENDAR DETAILS

**Orientation:** All clients are required to complete orientation before use of services or resources. This class goes over the Career Center policies and gives an overview of the programs offered by GoodwillSR.

**Orientation Schedule:** 9:30 am & 2:30pm Monday – Thursday; 9:30 am Friday

***We are closed for lunch daily from 1-2 and 1-1:30 on Fridays.***

**VIP Career Exploration:** This lab and workshop teaches you about you! You will learn about your personality in the workplace and filter through your career interests to gain a better understanding of the best career options for you. This will aid in a more successful job search.

**Resume Workshop:** This workshop teaches you how to write an effective and professional resume. Please bring work history (Employer name and address, position titles, dates, job descriptions), 4 to 5 references, and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc).

**Interview Skills Workshop:** Learn how to **WIN** at the interview! The interview skills class is designed for any and everyone preparing for their next employment opportunity. This workshop will also cover how to “dress for success”.

**Computer Skills & Email Workshop:** This class covers basic computer skills. You are taught the basic skills needed to operate a computer for writing a resume, online job searching, etc. We will also cover e-mail basics and help create your own professional e-mail address if needed to assist you in your job search.

**Time Management Workshop:** Learn how to use your time effectively to be more efficient in the workplace.

**Conflict Resolution Workshop:** The purpose of this workshop is to teach you the proper way to handle conflict in the workplace. Many of the techniques can be applied to personal issues as well.

**Communication Workshop:** To an employer, good communication skills are essential! Learn how active listening can improve the way you communicate with employers, co-workers, and customers and learn how to interpret information received from others.

**Job Searching & Professionalism:** This class will go over the latest trends in performing a successful job search. We will also cover key elements of professionalism in the workplace so once you get the job, you keep the job!

**Work Ethics:** This class will go over the difference between ethical and unethical behavior in the workplace. We will also discuss the consequences of unethical behavior in the workplace.

**VIP Mock Interview:** The interview might be the final step before you get the job! You have prepared, now let us help you put your knowledge to the test and practice an actual job interview with you. This mock interview will be tailored to fit the job description in which you are applying. Please dress for an interview, bring a job description of the position you are interested in, and bring your resume!

### Career Center VIP Program

Let us help you become “Career Ready”. Complete each of the classes on the Career Center VIP Program card to become a Career Center VIP. VIP services include:

- Entrance into a monthly gift card drawing (during the month of completion)
- Priority assistance with job searching, job applications, and resume preparation
- Referrals to “hot jobs”
- Early access to job fairs and other special events

See a Career Center Specialist today to become a VIP!