

# Want a job? Want a better job?



## Employability Seminar

This nine week seminar is designed to improve and strengthen the skills needed to get and keep employment in today's tough job market.

### TWO NINE WEEK SEMINARS WILL BE OFFERED FROM 6-8pm ON WEDNESDAY NIGHTS STARTING IN JANUARY 2009.

All classes will be held at the Youth Career Center Rm. 8

1<sup>st</sup> Seminar – January 14 – March 11

2<sup>nd</sup> Seminar – March 25 – May 20

#### Week 1

Dress for Success - (1wk) Looks are Everything!

An overview of appropriate dress attire when looking for a job, applying for a job, and interviewing for a job. What your appearance says about you to your potential employer is extremely important.

#### Weeks 2 & 3

Resume Building - (2wks) Two part workshop

Week 2 – Beginning the resume process – gathering information

Week 3 – Organizing and writing a resume, this class we will actually be utilizing the computer.

\*By the end of the 9 weeks students will leave class with a working resume; however, it may not be completed during the second night of class.

#### Weeks 4 & 5

Communication - (2wks) "How can you help me if I hire you?"

Employers are looking for people who can communicate well. Good communication skills equal more money. This class will equip the students with some tips and resources on how to be the best communicator while on the job.

#### Week 6

Team Work - (1wk) Basics of an effective "team player" while on the job

Employers are looking for people who will work effectively on their team. This class will provide students some basic skills on how to be the best team player possible.

#### Week 7

Specific Work Cultures - (1wk) Guest speakers!

Guest speakers will talk about the cultures of their work environment and share how work culture must be learned by each employee who wants to have successful employment.

#### Weeks 8 & 9

Interviewing Skills/ Techniques - (2wks) Learn techniques for a successful interview!

During this class participants will be given tips for better interviewing. Students will also participate in a brief mock interview and be provided with direct feedback.

### REGISTRATION BEGINS DECEMBER 1<sup>ST</sup>

Please register at Ceres Adult School M-F from 8:00am-4:30pm

2491 Lawrence Street, Ceres, CA 95307

(209)556-1557

#### Cost:

Adult - \$40.00 per seminar

Student or CUSD Employee – \$25.00 per seminar

(Exact change or checks made payable to Ceres Adult School at time of registration)

