


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

Mon	Tue	Wed	Thu	Fri	Sat
<p>Ask a Career Center Specialist about: VIP Program Benefits, GED classes, Ticket to Work ESL (English Second-Language) Resources to support your job search as a VIP client</p>			<p>1 Resume Workshop 10:30am Interview Skills 4:00pm</p>	<p>2 VIP Career Exploration I 10:30am VIP Career Exploration II 1:00pm Resume Lab – 1:00pm VIP Mock Interviews by Appointment</p>	<p>3 <i>Job Search Tip</i> Build, cultivate and utilize your network of contacts.</p>
<p>5 Interview Skills 10:30am Resume Workshop 3:30pm VITA – Appointment Only</p>	<p>6 Time Management 10:30am Computer Skills & Email 3:30pm Open Computer Learning at GCF Learn Free VITA – Appointment Only</p>	<p>7 Conflict Resolution 10:30am Communication Skills 3:30pm</p>	<p>8 Work Ethics & Professionalism 10:30am Job Searching 3:30pm</p>	<p>9 VIP Career Exploration I 10:30am VIP Career Exploration II 1:00pm Resume Lab – 1:00pm VIP Mock Interviews by appointment</p>	<p>10 <i>Job Search Tip</i> Practice good non verbal communications. It's about demonstrating confidence.</p>
<p>12 Job Searching 10:30am Work Ethics & Professionalism 3:30pm VITA – Appointment Only</p>	<p>13 Resume Workshop 10:30am Interview Skills 3:30pm VITA – Appointment Only</p>	<p>14 Job Fair – Rutledge State Prison 9am-1pm Computer Skills & Email 10:30am Open Computer Learning at GCF Learn Free Time Management 3:30pm</p>	<p>15 Working Together Career & Resource Fair 10am-2pm Communication Skills 10:30am Conflict Resolution 3:30pm</p>	<p>16 VIP Career Exploration I 10:30am VIP Career Exploration II 1:00pm Resume Lab – 1:00pm VIP Mock Interviews by appointment</p>	<p>17 <i>Job Search Tip</i> <i>Dress for success. Sell yourself and then close the deal</i></p>
<p>19 Conflict Resolution 10:30am Communication Skills 3:30pm</p>	<p>20 Work Ethics & Professionalism 10:30am Job Searching 3:30pm</p>	<p>21 Interview Skills 10:30am Resume Workshop 3:30pm</p>	<p>22 Time Management 10:30am Computer Skills & Email 3:30pm Open Computer Learning at GCF Learn Free</p>	<p>23 VIP Career Exploration I 10:30am VIP Career Exploration II 1:00pm Resume Lab – 1:00pm VIP Mock Interviews by appointment</p>	<p>24 <i>Job Search Tip</i> <i>Develop examples and stories that showcase your skills.</i></p>
<p>26 Computer Skills & Email 10:30am Open Computer Learning at GCF Learn Free Time Management 3:30pm</p>	<p>27 Communication Skills 10:30am Conflict Resolution 3:30pm</p>	<p>28 Job Searching 10:30am Work Ethics & Professionalism 3:30pm</p>	<p>29 Multi-Vendor Job Fair 9am-1pm Resume Workshop 10:30am 2pm Closure for a Private Employer Event</p>	<p>30 VIP Career Exploration I 10:30am VIP Career Exploration II 1:00pm Resume Lab – 1:00pm VIP Mock Interviews by appointment</p>	<p>31 </p>

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

We are closed for lunch daily from 1-2 and 12-12:30 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!