Great Falls Job Service Workforce Center
1018 7th St South

Workshop Schedule – August 2013

Call 791-5800 to pre-register

RESUMES and COVER LETTERS that work:

- Formats, styles, and visual appeal
- Grammar, verbiage, and content to include *and exclude*
- Overview of Workforce Center resources available

Tuesday: AUGUST 13, 27 10:00–11:30 AM

Basic COMPUTER Literacy:

- Designed for beginners
- Topics: Computer Functions; The parts of a Computer System; The Mouse and Desktop; Intro to Windows and Menus; Intro to Applications & Basic word processing

Wednesday: AUGUST 14, 28 10:00–11:30 AM

INTERVIEWING Insights:

- Discussion of various types of interviews
- Preparation suggestions
- Appropriate dress and appearance

Wednesday: AUGUST 14, 28 1:30 – 3:00 PM

Jobs ONLINE:

- Registering with Job Service
- Update your profile information
- On-line job searching, specifically jobs.mt.gov

Thursday: AUGUST 1, 15, 29 10:00-11:30 AM

WORKIN' it OUT:

- Two and a half day workshop
- Discussion of successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion.

Scheduled: AUGUST 6, 7, 8 9–12 noon and **1–4:45**
AUGUST 20, 21, 22 9–12 noon and **1–4:45**
(AUGUST *8 AND 22 morning session only, no afternoon session*)

DOLLARS & $ENSE:

- One day workshop
- Money management tips
- Credit reports and what they mean
- Must pre-register with RDI. Call 761-8721

Tuesday: AUGUST 13, 27 9–12 noon and 1–4:45