Great Falls Job Service Workforce Center
1018 7th St South

Workshop Schedule – October 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: OCTOBER 15, 29 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: OCTOBER 16, 30 10:00–11:30 AM

INTERVIEWING Insights:

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

Wednesday: OCTOBER 16, 30 1:30 – 3:00 PM

Jobs ONLINE:

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

Thursday: OCTOBER 17, 31 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: OCTOBER 8, 9, 10 9–12 noon and **1–4:45**
OCTOBER 22, 23, 24 9–12 noon and **1–4:45**
(OCTOBER *10 AND 24 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: OCTOBER 15, 29 9–12 noon and 1–4:45