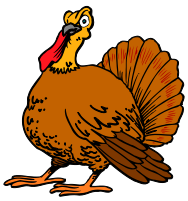

Great Falls Job Service Workforce Center

1018 7th St. South

Workshop Schedule – December 2013

Call 791-5800 to pre-register

PEP TALK/MTCIS: NEW

- Explores strengths, interests, skills, and values in relation to education and career paths
- Assessments to discover the best fit for your next employment opportunity

Monday: DECEMBER 2, 16 10:15 AM – 12:00 PM

WORKIN' IT OUT:

- 2 ½ day Workshop
- Successful workplace problem-solving skills, conflict resolution, good communications, and decision-making
- Certificate upon completion

Scheduled: DECEMBER 3, 4, 5 9 AM – 12 PM and **1 – 4:45 PM**
DECEMBER 17, 18, 19 9 AM – 12 PM and **1 – 4:45 PM**
(*DECEMBER 5 AND 19 morning session only, no afternoon session*)

EXCEPTIONAL CUSTOMER SERVICE STRATEGIES: NEW

- Challenging you to develop the necessary attitude for delivering exceptional customer service
- Taking that attitude and translating it into daily action

Thursday: DECEMBER 5, 19 2:00 PM - 3:45 PM

DOLLARS & $ENSE:

- 1 full-day Workshop
- Money management tips
- Credit reports and what they mean
- ***Must pre-register with RDI. Call 761-8721***

Tuesday: DECEMBER 10, 24 9 AM – 12 PM and 1 – 4:45 PM

JOBS ONLINE:

- How to: Register with Job Service, Update profile information
- Job Search using jobs.mt.gov
- Using the Great Falls Job Service website

Tuesday: DECEMBER 10, 24 10:00 AM – 11:30 AM

BASIC COMPUTER LITERACY:

- Designed for beginners
- Topics: Computer functions; Parts of a computer system; Intro to Windows and using menus; Basic Word Processing

Wednesday: DECEMBER 11 10:00 AM – 11:30 AM

INTERVIEWING INSIGHTS:

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

Wednesday: DECEMBER 11 1:30 PM – 3:00 PM

RESUMES, COVER LETTERS, & APPLICATIONS THAT WORK: NEW

- Formats, style, visual appeal
- Types of applications
- How to prepare for: applications, resume creation, and online applications
- Grammar, verbiage, and content to include *and exclude*

Thursday: DECEMBER 12, 26 10:15 AM – 12:00 PM
(Hands-on learning in lab environment: 1pm - 4 pm–optional)