Great Falls Job Service Workforce Center

1018 7th St. South

Workshop Schedule – December 2015

Call 791-5800 to pre-register

PEP TALK/MTCIS:

- 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 14 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 1, 2, 3 9 AM – 12 PM and **1 – 4:45 PM**
DECEMBER 15, 16, 17 9 AM – 12 PM and **1 – 4:45 PM**

(*DECEMBER 3 AND 17 morning session only, no afternoon session*)

EXCEPTIONAL CUSTOMER SERVICE STRATEGIES:

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

Thursday: DECEMBER 3, 17 2:00 PM - 3:45 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
- Using other Job Listing websites

Monday: DECEMBER 7, 21 2 PM – 3:30 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 8, 22 9 AM – 12 PM and 1 – 4:45 PM

INTERVIEWING INSIGHTS:

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

Wednesday: DECEMBER 9, 23 1:30 PM – 3:00 PM

RESUMES, COVER LETTERS, & APPLICATIONS THAT WORK:

- 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 10, 24 10:15 AM – 12:00 PM

(Hands-on learning in lab environment: 1pm - 3:30pm–optional)