

Job Seeking Skills Workshops

November 2018

★ **Midvale Employment Center**
7292 S. State St. • Midvale

Register for reserved seating.
Walk-ins welcome.



- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- To register, talk to your Workforce Services employment counselor or go to jobs.utah.gov and click on “Sign In” and “my Job Search” on the top right corner. It will prompt you to login or sign up for a free Job Seeker account if you don’t already have one. Registration is preferred.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
Nov 13, 26	1:00 PM–3:30 PM
INTERVIEWING SKILLS:	
Nov 15, 27	1:00 PM–3:30 PM
JOB SEARCH STRATEGIES:	
Nov 7, 19	1:00 PM–3:30 PM
PROFESSIONALISM IN THE WORKPLACE:	
Nov 8	1:00 PM–3:30 PM
*LINKEDIN:	
Nov 14	1:00 PM–3:30 PM
Life Skills	
BUDGETING AND CREDIT:	
Budgeting - Nov 27	9:00 AM–12:00 PM
Credit - Nov 29	9:00 AM–12:00 PM
FOOD SENSE - USU EXTENSION:	
Nov 27	9:00 AM–10:00 AM
FINDING HEALTHY RELATIONSHIPS – HOW TO AVOID A JERK OR JERKETTE	
None	
STRENGTHENING THE COUPLE RELATIONSHIP:	
None	
PARENTING WITH LOVE AND LOGIC:	
Nov 15, 29	9:00 AM–4:00 PM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.

PROFESSIONALISM IN THE WORKPLACE: Learn how to present yourself professionally, interact with others, how to use social media and how to approach and solve problems.

LINKEDIN: Introduce yourself to your next employer with LinkedIn. You will learn how to create a powerful LinkedIn Profile in 4 steps.
**Prerequisite — must have an email address.*

BUDGETING AND CREDIT: Learn how to budget, save, repay debt and build credit.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

FINDING HEALTHY RELATIONSHIPS – How to Avoid a Jerk or Jerkette: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another’s differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.



jobs.utah.gov