

Job Seeking Skills Workshops

May - December 2016

★ **Richfield Employment Center**
115 E. 100 S. • Richfield, Utah

Register for reserved seating.
Walk-ins welcome.



Workshops are presented Mondays and Thursdays at 10:00 a.m.

- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

For more information, please call toll free: 1-866-748-1483, visit jobs.utah.gov or come to DWS at 115 E. 100 S. • Richfield, UT.

PROFESSIONALISM IN THE WORKPLACE:	
May 12, 19, 16; June 2, 9, 16, 23, 30; Jul 7, 14, 21, 28; Aug 4, 11, 18, 25; Sept 1, 8, 15, 22, 29; Oct 6, 13, 20, 27; Nov 3, 10, 17; Dec 1, 8, 15, 22, 29	10:00 AM
*RESUMÉ WRITING:	
Jun 13, Aug 1, Sept 12, Oct 17, Nov 21	10:00 AM
NETWORKING STRATEGIES:	
Jun 6, Aug 29, Nov 14, Dec 19	10:00 AM
INTERVIEWING SKILLS:	
Jun 20, Aug 8, Sept 19, Oct 24, Nov 28	10:00 AM
SKILLS IDENTIFICATION:	
May 23, Jul 11, Aug 22, Oct 3, Nov 7, Dec 12	10:00 AM
*JOB SEARCHING WITH TECHNOLOGY	
May 16, Jun 27, Aug 15, Sept 26, Oct 31, Dec 5	10:00 AM

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.

RESUMÉ WRITING: Learn how to develop an effective resumé that will get you an interview.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

INTERVIEWING SKILLS: Strategize ways to confidently complete an interview.

SKILLS IDENTIFICATION: Use online tools to discover transferable skills and interests that you can use in all aspects of career management.

**Register first at jobs.utah.gov.*

JOB SEARCHING WITH TECHNOLOGY: Learn advanced job search techniques to find the best commercial job sites, publish resumé online and research companies.

**Register first at jobs.utah.gov.*

Workforce Services • jobs.utah.gov 

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.