

CAREER WORKSHOPS THAT GET RESULTS

NCWorks Career Center Asheville offers the following job search workshops to assist with career guidance & development.

MAY 2022				JUNE 2022			
3	Tue	2:00	Mastering Online Applications	2	Thu	2:00	Mastering Online Applications
5	Thu	10:00	Write a Winning Resume	7	Tue	2:00	Write a Winning Resume
10	Tue	2:00	Discover What NCWorks Online Can Do for You	8	Wed	10:00	Employment Strategies for Veterans
12	Thu	2:00	Interviewing for Success	9	Thu	2:00	Interviewing for Success
17	Tue	10:00	Identifying Career Interests	14	Tue	10:00	Discover What NCWorks Online Can Do for You
19	Thu	10:00	Back to Work 50+ Overview	16	Thu	10:00	LinkedIn – Networking in the Virtual World
24	Tue	10:00	Networking - The Most Effective Way to Find a Job	21	Tue	10:00	Identifying Career Interests
25	Wed	10:00	Back to Work 50+ Overview	23	Thu	10:00	Job Search Strategies for Experienced Workers
26	Thu	2:00	Virtual Interviewing	28	Tue	10:00	Networking - The Most Effective Way to Find a Job
31	Tue	9:00	Finding the Fit with the Myers-Briggs Type Inventory	30	Thu	10:00	Virtual Interviewing

For more information or to sign up for a workshop:

Call: (828) 251-6200 | Email: NCWorks.1700@nccommerce.com | Stop by our office at 48 Grove Street, Asheville, NC 28801

(As space is limited for these workshops, registration is required at least 24 hours in advance of the scheduled start time.)



DID YOU KNOW? With recent changes to North Carolina unemployment requirements, attending a workshop can now count toward one of your required weekly job contacts.

NOTE: Unless otherwise noted, workshops are offered in a hybrid setting. You may attend either online or in-person.

For up-to-date workshops, job fairs and other office events



facebook.com/ncworksasheville

WORKSHOP DESCRIPTIONS

Back to Work 50+ Overview (2 hours)

Over 50 and looking for a job? This program provides the training, coaching and job seeking tools you need to compete with confidence for today's in-demand jobs. Attend this overview workshop to learn how to compete using seven different strategies. You will receive Career Center and community resource information that can assist you. This workshop also provides information about the counseling/coaching portion of the program and how you can participate.

Discover What NCWorks Online Can Do for You (2 hours)

In this interactive workshop, you will learn how to use the NCWorks website – www.ncworks.gov - to create an account, apply for jobs, develop a resume, and find jobs using the Virtual Recruiter. Discover additional tips to help you successfully and easily navigate our state's workforce system.

Employment Strategies for Veterans (2 hours)

Veterans, would you like the "inside scoop" on what employers look for in your resume and why they ask what they ask in an interview? This workshop provides a unique opportunity to meet with a panel of employers for a candid conversation about the best and worst practices with resumes and interviews. Mock interviews are available to provide you with an additional practice opportunity. This workshop is offered "in-person" only and space is limited.

Finding the Fit with the Myers-Briggs Type Inventory (3 hours)

Choosing a job or changing careers is a major decision – one that requires careful thought, research and planning. The better you know yourself, the better your decision. This workshop will explore your personality preferences and how they can help you identify the best fit in a job or career. *(This workshop is offered in an "in-person" format only. Participants will need to complete an assessment "in-person" at NCWorks Career Center Asheville the week before the workshop.)*

Identifying Career Interests (2 hours)

Learn about a tool that can help you identify your career and job interests. Then, find out how to use the information in combination with local labor market information to find jobs and employment opportunities that are a match for your interests, skills, and knowledge.

Interviewing for Success (2 hours)

A resume may get you an interview, but it is the interview that will get you the job. Learn how to clearly communicate your strengths, skills and experiences so an employer will see that you are the best candidate for the job. Learn how employers use various types of questions to evaluate your future performance by looking at your past experiences, so you will be prepared for your interview.

Job Search Strategies for Experienced Workers (2 hours)

Job search methods have changed drastically in the last decade, particularly since COVID. If you haven't conducted a job search in a few years, this workshop is for you. Learn how to

compete in today's job market using seven different strategies and obtain Career Center and community resources that can assist you.

LinkedIn – Networking in the Virtual World (2 hours)

LinkedIn is the world's largest professional network and growing rapidly, connecting you with other professionals to make you more productive and successful. When you join LinkedIn, you get access to people, jobs, news, updates, and insights that help you be great at what you do. We'll provide needed information for building your profile so you can begin using LinkedIn as part of your job search. Increase your visibility so employers can find you. *(This workshop is offered in a "virtual" format only.)*

Mastering Online Applications (2 hours)

Almost all companies are using online applications. This workshop provides tips for navigating the online application process successfully. In addition, you'll learn about Applicant Tracking Systems and the key words that employers will use to evaluate your application and resume to determine whether to interview you.

Networking – The Most Effective Way to Find a Job (2 hours)

Have you heard the saying, "it isn't what you know, but who you know?" Networking is key to developing the connections that will help you stand out from other applicants. Learn how to network successfully to identify job leads and connect with employers, both in-person or through online methods.

Virtual Interviewing (2 hours)

Today, 86% of organizations are using virtual technology to conduct job interviews, according to an April 2020 poll by Gartner Inc. While the COVID pandemic forced many employers to transition to virtual interviewing, they found they were saving money and time, so many are continuing to use virtual interviews. In this workshop, find out tips and technical insights to help successfully participate in a virtual interview.

Write a Winning Resume (2.5 hours)

The first step to getting hired is to impress the hiring manager with your resume. This workshop will teach you how to write the most effective resume, which will help you get an interview and a job.

- **Part 1:** We will provide you with resume basics, including how to present your strengths, skills, experiences, accomplishments and credentials so employers can easily see you're a great fit for the job. Learn about various resume formats and which one you should choose to stand out from other job seekers.
- **Part 2:** You will continue to learn about current resume trends, including Applicant Tracking Systems and keywords, and other important communication tools you can use to stand out from the crowd. Find out about common resume mistakes and receive a check list you can use to review your own resume before you submit it to an employer.