



JOB SEARCH WORKSHOPS

Minnesota WorkForce Center-Anoka County

1201 89th Avenue NE, Suite 235, Blaine, MN 55434 763-783-4800

www.positivelyminnesota.com/anoka

Register on-line at www.positivelyminnesota.com/AnokaWorkshops

To cancel a class or for additional assistance,
call the Anoka County WorkForce Center at 763-783-4847.

Career Exploration Workshop—2 Days *Must be able to attend both days.

Identify your current skills, interests and values. Learn the process for determining short/long range employment/career goals.

Creative Job Search Workshop (CJS)—2 Days

This is an interactive, skills-based workshop designed for those who have identified a job title of interest and a minimum of 20 skills related to that job. Involves hands-on learning through small & large group discussion, individual exercises, presentation, and videotaping. To gain the most benefit, you are encouraged to attend both days.

► **Overview of Job Search (CJS – Day 1)**

- Job loss and transition.
- Learn about various formats for resumes.
- Write a basic effective cover letter.
- Discover how a portfolio can showcase your qualifications.
- Identify effective job references.
- Strategies for job search -- networking, cold calling.
- Salary negotiation tips.

► **Interviewing (CJS – Day 2)**

- Develop a powerful skills language, using the “Prove-It” Process.
- Discover what to do before, during, and after an interview to maximize the effectiveness.
- Learn how to effectively handle difficult questions and salary issues in the interview.
- Participate in a short videotaped interview and learn the importance of continuous practice.

Optimizing the Internet for Job Search

Become familiar with job search related resources available on the Internet as well as in the Resource Center. This workshop, held in the computer lab, will provide an opportunity for you to navigate and review a wide variety of resources for all aspects of the job search process including company research, wages, social media and more.

Managing Personal Change

Career change? Job Loss? Whether expected or unexpected, changes of all types interrupt our lives. They leave us not knowing what to expect or how to proceed, yet we must find a way to keep moving forward. Learn how to better manage your personal transition, persevere in these challenging times and build resilience.

Hidden Job Market

Believe it or not, most jobs are not even posted! This workshop offers strategies to uncover these hidden jobs. By networking, conducting informational interviews and cold calling you will increase your job search effectiveness. This workshop helps you prepare to leverage these additional job search strategies.

Creating Your Resume (Complete Employment History worksheet and bring with you to the workshop)

This is a “hands-on” workshop during which you will actually draft a resume. Instructors will provide you with guidance throughout a step by step process. (This workshop does not require any computer skills.) You will learn about using key words in your resume and using scannable and text resumes. Knowing your job goal is required.

Polishing Your Resume (Prerequisite: Must have attended *Creating Your Resume* or *Creative Job Search* workshop.)

*Must have a clear job goal. *Bring a hard copy of your resume and a flash drive with your resume on it.*

Your resume will be reviewed by instructors and participants. Get tips on how to turn your resume into a marketing tool.

Advanced Interviewing (Prerequisite: Must have completed *Creative Job Search 2-day workshop*)

This workshop is an opportunity for you to practice answering tough interview questions in a safe learning environment. In addition, you will be given tips and techniques for managing phone and panel interviews, body language and those often troublesome behavioral questions. Sign up and begin to take your interviewing skill to a new level!

Job Search for the Mature Worker Over 40

Job search techniques for the mature worker.

LinkedIn (2 days) (Must set up your LinkedIn account before attending.)

Day 1: LinkedIn Start Up: become familiar with its many options. Learn how to navigate and draft your profile.

Day 2: Leveraging LinkedIn for Job Search Networking: showcase your expertise, look for jobs, build/use your network to help research information that will assist you in finding a job. For LinkedIn to be an asset, be an active member.