

Workshop Descriptions

Job Search

Career Exploration — Which career is right for your skills and interests? This workshop can help you find out.

Cover Letters — Learn how to construct a winning cover letter.

HIRE: Re-Entry Job Search — If your criminal background has gotten in the way of your ability to find a job, this workshop will help turn negatives into positives.

ICC Basics (Indiana Career Connect) — Develop your own account and learn key features available in ICC. Workshop includes step-by-step instructions on how to update contact information and how to navigate the basic quick menu.

ICC Job Search (Indiana Career Connect) — Learn the different ways to perform effective job searches using ICC, including conducting further research on job postings and how to utilize the Virtual Recruiter tool.

ICC Resume (Indiana Career Connect) — Learn to create effective resumes through step-by-step instruction and learn how to upload a resume created in Microsoft Office (MS) Word.

Identifying Your Skills — We'll help you identify all of your employability skills and how to effectively communicate them to prospective employers.

Interviewing with Confidence — This workshop will teach you how to communicate your skills during an interview and how to formulate answers to prospective employers' questions.

Organizing a Successful Job Search — Learn the tools to stay organized, become good managers of time, and develop a plan of action.

Resume Critique — Discover what employers are looking for in a resume and determine what is relevant to the positions you are applying for.

Resume Development — Times have changed and so have resumes. This workshop explores different resume formats to present to prospective employers.

Secrets of Job Applications — Are you putting information on your application that could be hurting your chances of getting hired? Learn how to master paper and online applications.

Computer/Technology

Computer Basics 2010 — You'll start with the basics of using a computer that has MS 2010 software.

Computer Basics 2013 — You'll start with the basics of using a computer that has MS 2013 software.

Intro to Internet — We'll walk you through websites, web browsers, hyperlinks, cookies, uploading and downloading, temporary internet files, search engines and pop-ups.

MS Excel 2010 — Discover how to use the power of Excel to create worksheets that allow you to organize information, calculate, and display your results on a chart. *(Supporting courses recommended)*

MS Excel 2013 — Discover how to use the power of Excel to create worksheets that allow you to organize information, calculate, and display your results on a chart. *(Supporting courses recommended)*

MS Word 2010 — Create, edit, and format documents in a professional way. *(Supporting courses recommended)*

MS Word 2013 — Create, edit, and format documents in a professional way. *(Supporting courses recommended)*

Career/Life Skills

Healthy Living — Understand how your emotional, physical, intellectual and social health affect your well-being during your job search and when you're employed.

Common Cents — Learn how to maximize your money and adjust your spending habits to help you live within your current income.

Get a Job, Keep a Job — Learn how honesty, integrity, responsibility and other values affect landing the job and remaining employed.