

Larimer County Workforce Center Workshops and Action Labs

*Effective Job Searching is Comprised of Four Components or The Four (4) P's:
Purpose, Paper, Process, and People.*

The Larimer County Workforce Center (LCWC) offers many valuable workshops and self-directed action labs for customers which address each of the 4 P's. There is no charge for these services.

To better understand which of the 4 P's you have already addressed in your job search, and which you still want assistance with, answer the following questions. Based on your answers, you may then select from the workshops offered through the LCWC. The times and dates of these workshops are listed on the attached schedule.

IF YOU ANSWER "NO" TO ONE OR MORE OF THESE QUESTIONS...

YOU MAY WANT TO CONSIDER THESE WORKSHOPS

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|---|---|---|
| <h2 style="font-size: 2em; margin: 0;">P₁</h2> <p style="margin: 0;">PURPOSE</p> | <p>Yes No I have a clearly defined job seeking goal.</p> <p>Yes No I know my "best fit" career choices.</p> | <p><input type="checkbox"/> Creating Career Options</p> <p><input type="checkbox"/> WorkNet Career Journey</p> |
| <h2 style="font-size: 2em; margin: 0;">P₂</h2> <p style="margin: 0;">PAPER</p> | <p>Yes No I have an effective resume (including an electronic resume) that markets my best qualifications to potential employers.</p> <p>Yes No I know how to write an effective cover letter.</p> | <p><input type="checkbox"/> Resume Workshop</p> <p><input type="checkbox"/> Resume Consultation</p> <p><input type="checkbox"/> Resume Action Lab</p> <p><input type="checkbox"/> Cover Letter Workshop</p> |
| <h2 style="font-size: 2em; margin: 0;">P₃</h2> <p style="margin: 0;">PROCESS</p> | <p>Yes No I know how to tap into the hidden job market and conduct an advanced job search.</p> <p>Yes No I know how to apply for federal employment.</p> <p>Yes No I know how to use a computer for my job search.</p> | <p><input type="checkbox"/> Tapping Into the Hidden Job Market</p> <p><input type="checkbox"/> How to Apply for Federal Jobs</p> <p><input type="checkbox"/> Basic Computer Skills for Job Seekers</p> |
| <h2 style="font-size: 2em; margin: 0;">P₄</h2> <p style="margin: 0;">PEOPLE</p> | <p>Yes No I know how to connect with people in person, on the phone, or in writing, to successfully build a network of contacts, obtain interviews, and compete for jobs.</p> <p>Yes No I know how to answer difficult questions in an interview.</p> | <p><input type="checkbox"/> Interviewing Workshop</p> <p><input type="checkbox"/> Video Interview Action Lab</p> <p><input type="checkbox"/> Online Interview Program (Computer-Based Action Lab)</p> |

Information provided by the Larimer County Workforce Center
Where Larimer County Comes To Work
www.larimerworkforce.org

200 West Oak Street, Suite 5000, Fort Collins, CO 80521
P.O. Box 2367, Ft. Collins, CO 80522-2367
(970) 498-6600



418 East 4th Street, Loveland, CO 80538
(970) 667-4261



Larimer County Workforce Center Workshop Schedule March 2010 - May 2010



To register for the workshops listed below, logon to www.larimerworkforce.org or contact the Workshop Registration Line at 498-6649. We start our workshops on time. Your prompt attendance is greatly appreciated.

We are an Equal Opportunity Employer. Auxiliary aids and services are available upon request to individuals with disabilities. If you would like more information about auxiliary aids and services, please request this information by contacting the Workforce Center at 498-6649.

P1 | Computer Skills for Job Seekers

This class provides job seekers with beginning level computer skills in order to write resumes, cover letters, and other professional correspondence to potential employers. This class is taught by the Education and Life Training Center (ELTC) and covers basic Windows navigation and Microsoft Word fundamentals including formatting a document, saving to a flash drive, and free email accounts. This 5-hour class is offered in 2.5 hour sessions on two different days. Customers are requested to attend both days.

Loveland - 418 E. 4th St.

April 12 8:30 AM - 11:00 AM and 04/14/10 beginning
May 10 8:30 AM - 11:00 AM and 05/12/10 beginning

Education and Life Training Center (ELTC) - 401 Linden Street

April 5 8:30 AM - 11:00 AM and 04/07/10 beginning
May 3 8:30 AM - 11:00 AM and 05/05/10 beginning

P1 | Creating Career Options 2010 (Three Day Workshop)

This workshop is three full days. In this workshop, you will take time to learn about yourself and what you have to offer potential employers. In this highly interactive workshop, you will challenge yourself to find new ways to utilize your skills, identify what motivates you, and discover where your interest can lead you in the world of work. You will also learn how to move towards your desired goals and overcome potential obstacles. This workshop includes several assessment tools to help you identify occupations and careers to explore. You will leave this workshop with new and confirmed information about yourself and with tools to research the labor market and to implement your career goals.

Fort Collins - 200 W. Oak St.

April 6 9:00 AM - 4:00 PM Through 04/08/10
April 13 9:00 AM - 4:00 PM Through 04/15/10
April 19 9:00 AM - 4:00 PM Through 04/21/10
May 4 9:00 AM - 4:00 PM Through 05/06/10
May 11 9:00 AM - 4:00 PM Through 05/13/10
May 17 9:00 AM - 4:00 PM Through 05/19/10

Loveland - 418 E. 4th St.

April 7 9:00 AM - 4:00 PM Through 04/09/10
April 21 9:00 AM - 4:00 PM Through 04/23/10
May 19 9:00 AM - 4:00 PM Through 05/21/10

P1 | How to Be Your Own Boss

Innovation and entrepreneurship are key to the growth of an economy. Companies such as Apple, Microsoft, MTV, CNN, FedEx, Intel, Hewlett-Packard and Burger King got their start during an economic downturn. Self-employment and small business ownership isn't for everyone. Seven percent of unemployed people start their own business. Could you be one of them? During this information session, you will learn: * The different types of self-employment to consider including working as an independent contractor. * The characteristics of successful self-employed individuals. * Financing options * Action steps to implement when you have a great idea for a business. * Community business assistance resources (many are free!).

Fort Collins - 200 W. Oak St.

April 26 2:30 PM - 4:30 PM

May 24 2:30 PM - 4:30 PM

P1 | Job Loss: Income Reduction -- Surviving a Layoff

If you have been laid off, experienced an income reduction, or are concerned about your financial future, this class is for you. You will learn how to: maximize the amount of money you have coming in; minimize the amount of money you have going out; and utilize available resources. Specific money saving suggestions will be offered along with tips on working with your creditors when money is tight. Presented by The MoneySense Financial Health Center. An educational program of Consumer Credit Counseling Service.

CCCS, 1247 Riverside Dr., Fort Collins

April 1 10:15 AM - 12:00 PM

May 6 10:15 AM - 12:00 PM

P1 | Youth Drop-In Hours

**** NO APPOINTMENT / REGISTRATION NECESSARY **** The Larimer County Workforce Center hosts drop-in hours at both our Loveland and Fort Collins offices for young adults, teachers, parents or partners who work with youth in our community. Do you have a question on youth labor laws and the types of jobs that are allowable for younger youth? Are you interested in learning about employers that hire young adults over the summer or during the school year? Would you like your resume reviewed or do you have a general question about the services we provide at the Workforce Center. Are you a teacher or parent that has an idea to share about new or existing programming?

Fort Collins - 200 W. Oak St.

April 7 3:00 PM - 5:00 PM

April 21 3:00 PM - 5:00 PM

May 5 3:00 PM - 5:00 PM

May 19 3:00 PM - 5:00 PM

Loveland - 418 E. 4th St.

April 14 3:00 PM - 5:00 PM

April 28 3:30 PM - 5:00 PM

May 12 3:00 PM - 5:00 PM

P2 | Marketing Yourself with RESUMES and COVER LETTERS

Simply presenting your work history and duties in a resume is not enough in today's competitive job market. Employers expect job seekers to create targeted resumes and cover letters for each position they apply to. In this workshop we will discuss two critical marketing tools for a job search -your resume and cover letter. The workshop will provide: * Valuable information about resumes and cover letters from the employer's perspective. * Dos and don'ts for writing and formatting your resume. * Methods to customize your resume for a specific job opportunity. * Effective techniques to showcase your skills and qualifications to stand out from others. Please see the "what to bring" section to be best prepared for this workshop.

Fort Collins - 200 W. Oak St.

April 13 9:00 AM - 1:00 PM

April 27 9:00 AM - 1:00 PM

May 11 9:00 AM - 1:00 PM

May 25 9:00 AM - 1:00 PM

Loveland - 418 E. 4th St.

April 7 9:00 AM - 1:00 PM

April 14 9:00 AM - 1:00 PM

April 21 9:00 AM - 1:00 PM

May 5 9:00 AM - 1:00 PM

May 19 9:00 AM - 1:00 PM

P3 | Advanced Job Search Techniques

It is estimated that only 20% of all jobs are advertised. Employers rely on referrals from their colleagues and coworkers to fill the remaining 80%. As a job seeker, how can you discover these opportunities if they're never advertised? In this interactive workshop

you will learn: * The distinction between the Open Job Market and the Invisible or Hidden Job Market * The Four Stages of a Job Opening * Networking made easy - for everyone! * How to build relationships and expand your network of people who can assist you * Important tools to promote and market yourself while job searching NOTE: It is recommended that customers attend "JumpStart Your Job Search" before attending "Advanced Job Search Techniques".

Fort Collins - 200 W. Oak St.

April 15 9:00 AM - 3:00 PM
 April 29 9:00 AM - 3:00 PM
 May 13 9:00 AM - 3:00 PM
 May 27 9:00 AM - 3:00 PM

Loveland - 418 E. 4th St.

April 2 9:00 AM - 3:00 PM
 April 30 9:00 AM - 3:00 PM
 May 14 9:00 AM - 3:00 PM

P3 | Basic Internet & Online Applications for Job Seekers

Please Note: It is STRONGLY RECOMMENDED that customers attend Computer Skills for Job Seekers prior to attending Basic Internet and Online Application. Students will be expected to understand the fundamentals of Windows navigation, email basics, and keyboarding. Wow! Applying for work is so much more complicated than it used to be! The Internet has become an essential job search tool and increasing numbers of employers are requiring online applications. This four-hour workshop is taught by the Education and Life Training Center (ELTC) and provides workshop participants with the necessary skills to search the internet for job openings, research companies, upload/attach resumes to send to an employer, and complete online applications.

Loveland - 418 E. 4th St.

April 16 8:30 AM - 12:30 PM
 April 30 8:30 AM - 12:30 PM
 May 14 8:30 AM - 12:30 PM
 May 28 8:30 AM - 12:30 PM

Education and Life Training Center (ELTC) - 401 Linden Street

April 9 8:30 AM - 12:30 PM
 April 23 8:30 AM - 12:30 PM
 May 7 8:30 AM - 12:30 PM
 May 21 8:30 AM - 12:30 PM

P3 | How To Apply For A Federal Job

The federal government employs nearly two million civilian workers. Within the next three years, federal agencies expect to hire more than 270,000 new workers to fill mission-critical positions at various places across the nation. However the process for applying to a federal job can be confusing and frustrating. Learn from our experienced workshop leaders how to navigate the federal job application process. This workshop shows participants how to apply for federal jobs. Topics include: * How to find federal job vacancies online * Preparing to apply online * How to read a vacancy announcement * Understanding and writing the online federal resume * Understanding core competencies and KSAs * Understanding veterans' preferences NOTE: This workshop will be most valuable if you take the Resume and Cover Letter workshop first. Because the federal job application process is entirely online, you will be able to best apply what you learn from this workshop if you are proficient with the internet and Microsoft Word.

Fort Collins - 200 W. Oak St.

April 14 9:00 AM - 12:00 PM
 April 21 9:00 AM - 12:00 PM
 May 19 9:00 AM - 12:00 PM

Loveland - 418 E. 4th St.

April 1 9:00 AM - 12:00 PM
 April 28 9:00 AM - 12:00 PM
 May 12 9:00 AM - 12:00 PM
 May 26 9:00 AM - 12:00 PM

P3 | JumpStart Your Job Search

The workshop is beneficial for those who are just getting started with their job search or who have been searching for a while with little or no success. Workshop topics include: * Organizing your job search * Exploring careers through informational interviewing * Preparing your elevator speech * Job search tools - resume, cover letter, applications and references * Job search resources in Northern Colorado * Technology and the internet - the role they play in job search

Fort Collins - 200 W. Oak St.

April 12 9:00 AM - 1:00 PM
 April 26 9:00 AM - 1:00 PM
 May 10 9:00 AM - 1:00 PM
 May 24 9:00 AM - 1:00 PM

Loveland - 418 E. 4th St.

March 29 9:00 AM - 1:00 PM
 April 6 9:00 AM - 1:00 PM
 April 12 9:00 AM - 1:00 PM
 April 20 9:00 AM - 1:00 PM
 May 4 9:00 AM - 1:00 PM
 May 10 9:00 AM - 1:00 PM
 May 18 9:00 AM - 1:00 PM

P3 | WorkNet 2010 - A Career Journey

This interactive workshop series is designed to assist you with your transition to a career, not just another job. If you are frustrated with your job search due to a lack of career goals, gaps in your work history, limited experience, or other challenges, you'll benefit from the fresh ideas and concrete tools of WorkNet. Your journey begins with an evaluation of your personal work fascinations and values in order to guide you in career exploration. You will also develop a career journey action plan. You will learn how to think like the employer to identify and overcome obstacles that in the past have resulted in getting screened-out for a job opportunity. You'll also learn how to anticipate and answer the toughest employer questions even the questions that are not fair or legal to ask. Finally, you will discuss success strategies in anticipation of your first day on the new job. Topics of the WorkNet Series includes: * Finding Work That Works for Me * Exploring Career Options * Discovering the Path to My Dream Job * The No-Fear Career Plan * Understanding the Hiring Process: Don't Get Screened Out! * Overcoming Job Search Obstacles * Explain This! Good Answers to Tough Questions * Successfully Navigating Today's Workplace Culture NOTE: The WorkNet Series includes four consecutive half-day sessions. You must register for the entire series.

Fort Collins - 200 W. Oak St.

April 5 8:30 AM - 12:30 PM 04/06/10, 04/07/10, and 04/08/10
 April 19 8:30 AM - 12:30 PM 04/20/10, 04/21/10, and 04/22/10
 May 3 8:30 AM - 12:30 PM 05/04/10, 05/05/10, and 05/06/10
 May 17 8:30 AM - 12:30 PM 05/18/10, 05/19/10, and 05/20/10

Loveland - 418 E. 4th St.

March 30 8:30 AM - 12:30 PM 03/31/10, 04/01/10, and 04/02/10
 April 13 8:30 AM - 12:30 PM 04/14/10, 04/15/10, and 04/16/10
 April 27 8:30 AM - 12:30 PM 04/28/10, 04/29/10, and 04/30/10
 May 11 8:30 AM - 12:30 PM 05/12/10, 05/13/10, and 05/14/10
 May 25 8:30 AM - 12:30 PM 05/26/10, 05/27/10, and 05/28/10

P4 | Interviewing

You worked hard at writing an effective resume to capture the attention of the employer and you have been invited for an interview! Now what? Preparing for the interview is critical and will allow you to successfully sell yourself to the employer. This workshop discusses the basics of interviewing including: * How to prepare for the interview. * Learning about the various types of questions you might face. * How to respond to behavioral and tough questions. * How to follow-up after the interview. * And you will practice effective interviewing techniques.

Fort Collins - 200 W. Oak St.

April 14 9:00 AM - 12:00 PM
 April 28 9:00 AM - 12:00 PM
 May 12 9:00 AM - 12:00 PM
 May 26 9:00 AM - 12:00 PM

Loveland - 418 E. 4th St.

April 8 9:00 AM - 12:00 PM
 April 15 9:00 AM - 12:00 PM
 April 22 9:00 AM - 12:00 PM
 May 6 9:00 AM - 12:00 PM
 May 20 9:00 AM - 12:00 PM

P4 | Social Media 101

Should you be tweeting and be LinkedIn? This two-hour class will introduce participants to current social media tools and why they are important to job seekers. You should attend this class if: -You aren't exactly sure what the term "social media" means. -You have heard others talk about twitter, Facebook and LinkedIn but it sounds like a foreign language! -You don't intend to set up a twitter, Facebook or LinkedIn account but recognize that you should increase your knowledge about these tools to stay up with emerging job search strategies / techniques. In Social Media 101, participants will learn the WHATs of social media not the HOWs. This class will introduce participants to *what* social media is. Social Media 201 will discuss *how* to utilize social media tools more effectively. The following topics are covered in Social Media 101: * What is social media? * Why is social media important for job seekers? * Privacy and important considerations for your job search when using social media. * Overview of LinkedIn, Facebook, twitter and blogging. About the Instructor: Viveka Von Rosen of Linked Into Business in Fort Collins offers individuals, companies and groups public and private LinkedIn workshops and webinars, as well as other social media presentations and trainings. She is a recognized LinkedIn expert and social media strategist, and can help organizations be effective with social media platforms such as LinkedIn and Twitter.

Fort Collins - 200 W. Oak St.

April 8 9:00 AM - 11:00 AM
April 22 9:00 AM - 11:00 AM
May 6 9:00 AM - 11:00 AM
May 20 9:00 AM - 11:00 AM

Loveland - 418 E. 4th St.

March 31 9:00 AM - 11:00 AM
May 13 9:00 AM - 11:00 AM
May 27 9:00 AM - 11:00 AM

P4 | Social Media 201

You should attend this class if: -You have a twitter, Facebook and/or LinkedIn account and use it on a fairly regular basis for personal and/or professional reasons. -You understand the value of social media although you may not recognize how to fully maximize such tools for your job search. -You recognize that employers use social media for hiring purposes and would like to learn more. -You are willing to invest the time and effort it may take to be more adept and engaged with these tools for professional purposes. **If these do not describe you, then we suggest you register for the Social Media 101 class.** This class emphasizes *how* to use social media in a strategic way for your job search. The first two hours of this class is focused on more advanced Social Media practices using Facebook, twitter, blogging and other tools. The final two hours of this class focuses entirely on LinkedIn. It will show you how to set up your LinkedIn account and tap into the power of LinkedIn. It is expected that participants of Social Media 201 will have intermediate computer and internet navigation skills. Please make sure that you include your email address when you register so upon completion of the class you can receive an invitation for the LinkedIn Lab, which is only available to customers who have completed 201. About the Instructor: Viveka Von Rosen of Linked Into Business in Fort Collins offers individuals, companies and groups public and private LinkedIn workshops and webinars, as well as other social media presentations and trainings. She is a recognized LinkedIn expert and social media strategist, and can help organizations be effective with social media platforms such as LinkedIn and Twitter.

Fort Collins - 200 W. Oak St.

April 8 12:00 PM - 4:00 PM
April 22 12:00 PM - 4:00 PM
May 6 12:00 PM - 4:00 PM
May 20 12:00 PM - 4:00 PM

Loveland - 418 E. 4th St.

March 31 12:00 PM - 4:00 PM
May 13 12:00 PM - 4:00 PM
May 27 12:00 PM - 4:00 PM