

Goodwill Career Center

Monday – Thursday 9:00 a.m. – 5:30 p.m.
Friday 9:00 a.m. – 2:30p.m.

General Orientation is required and offered –Monday-Thursdays at 9:30 and 2:30 and Fridays 9:30am

Mon	Tue	Wed	Thu	Fri	Sat
<p>1</p> <p>Resume Workshop 10:00am</p> <p>Interview Skills 11:00am</p> <p>VITA afternoon only</p>	<p>2</p> <p>Computer Skills and Emails 10:00am</p> <p>VIP Career Exploration 11:00am</p> <p>VITA afternoon only</p>	<p>4</p> <p>Job Search and Professionalism 10:00am</p> <p>VITA all day</p>	<p>5</p> <p>VITA all day</p>	<p>6</p> <p>Mock Interviews 10:00am (as needed)</p> <p>VITA all day</p>	<p>7</p> <p>Call to set up your tax appointment!</p>
<p>8</p> <p>Communcation Skills 10:00am</p> <p>Time Mangement 11:00am</p> <p>VITA afternoon only</p>	<p>9</p> <p>Resume Workshop 10:00am</p> <p>Interview Skills 11:00am</p> <p>VITA in afternoon</p>	<p>10</p> <p>Work Ethic 10:00am</p> <p>VITA all day</p>	<p>11</p> <p>VITA all day</p>	<p>12</p> <p>VITA all day</p>	<p>13</p> <p>Call to set up your tax appointment!</p>
<p>15</p> <p>Resume Workshop 10:00am</p> <p>Interview Skills 11:00am</p> <p>VITA afternoon only</p>	<p>16</p> <p>Time Mangement 10:00am</p> <p>Communcations Skills 11:00am</p> <p>VITA in afternoon</p>	<p>17</p> <p>Computer Skills & Email 10:00am</p> <p>VITA in afternoon</p>	<p>18</p> <p>VITA all day</p>	<p>19</p> <p>Mock Interviews 10:00am – 12:00pm</p> <p>VITA all day</p>	<p>20</p> <p>Call to set up your tax appointment!</p>
<p>22</p> <p>Resume Workshop 10:30am</p> <p>Interview Skills 4:00pm</p> <p>VITA in afternoon</p>	<p>23</p> <p>Communication Skills 10:30am</p> <p>Conflict Resolution 4:00pm</p> <p>VITA in afternoon</p>	<p>24</p> <p>Job Searching & Professionalism 10:00am</p> <p>VITA in afternoon</p>	<p>25</p> <p>VITA all day</p>	<p>26</p> <p>VITA all day</p>	<p>27</p> <p>Call to set up your tax appointment!</p>
<p>VIP Career Exploration 10:00am</p> <p>VITA afternoon only</p> <p>29</p>	<p>Resume Workshop 10:00am</p> <p>Interview Skills 11:00am</p> <p>VITA afternoon only</p> <p>30</p>				

CALENDAR DETAILS

Orientation: All clients are required to complete orientation before use of services or resources. This class goes over the Career Center policies and gives an overview of the programs offered by GoodwillSR.

Orientation Schedule: 9:30 am & 2:30pm Monday – Thursday
9:30am Friday

Resume Workshop: This workshop teaches you how to write an effective and professional resume. Please bring work history (Employer name and address, position titles, dates, job descriptions), 4 to 5 references, and a list of everything you enjoy doing (i.e. fishing, drawing, event planning, etc).

Interview Skills Workshop: Learn how to **WIN** at the interview! The interview skills class is designed for any and everyone preparing for their next employment opportunity. This workshop will also cover how to “dress for success”.

Computer Skills & Email Workshop: This class covers basic computer skills. You are taught the basic skills needed to operate a computer for writing a resume, online job searching, etc. We will also cover e-mail basics and help create your own professional e-mail address if needed to assist you in your job search.

Time Management Workshop: Learn how to use your time effectively to be more efficient in the workplace.

Conflict Resolution Workshop: The purpose of this workshop is to teach you the proper way to handle conflict in the workplace. Many of the techniques can be applied to personal issues as well.

Communication Workshop: To an employer, good communication skills are essential! Learn how active listening can improve the way you communicate with employers, co-workers, and customers and learn how to interpret information received from others.

Job Searching & Professionalism: This class will go over the latest trends in performing a successful job search. We will also cover key elements of professionalism in the workplace so once you get the job, you keep the job!

Work Ethics: This class will go over the difference between ethical and unethical behavior in the workplace. We will also discuss the consequences of unethical behavior in the workplace.

Mock Interview: The interview might be the final step before you get the job! You have prepared, now let us help you put your knowledge to the test and practice an actual job interview with you. This mock interview will be tailored to fit the job description in which you are applying. Please dress for an interview, bring a job description of the position you are interested in, and bring your resume!

Career Center VIP Program

Let us help you become “Career Ready”. Complete each of the classes on the Career Center VIP Program card to become a Career Center VIP. VIP services include:

- Entrance into a monthly gift card drawing (during the month of completion)
- Priority assistance with job searching, job applications, and resume preparation
- Referrals to “hot jobs”
- Early access to job fairs and other special events

See a Career Center Specialist today to become a VIP!

