

WORKSHOP DESCRIPTIONS



All workshops are FREE - Advance sign up is required.
Please call (360) 675-5966 or sign up with the Resource Specialist.

31975 State Route 20, Suite 3
Oak Harbor, WA 98277
(360) 675-5966

**To register by phone, leave your name, phone number, workshop, and date of workshop; You will be contacted if there is a cancellation.*

Upon arriving for a workshop, please:

- **Park in the Oak Harbor School District parking lot and walk over to our facility.**
- Be seated in the lobby and wait for the facilitator to call you.
- **Be on time, since classes close within the first 5 minutes of instruction. THANK YOU!**

AVAILABLE WORKSHOPS INCLUDE:

Computer Basics/Introduction to MS Word: Entry level instruction on the computer and an introduction to word processing.

Effective Job Search

Hunting down the job you want or letting it find you. Learn the most and least effective strategies for finding employment, and conduct an actual job search on the Internet.

Electronic Resumés:

Lab time to post your resume online to WorkSource. You must bring your resume with you to class on a 3.5" floppy disk in Word format. Maximum of 8 students per class.

How to Start a Business:

Interested in starting your own business? This two hour workshop talks about what it takes to start your own business.

Interviewing:

Preparing for an Interview? Learn to think like an employer. This workshop helps you practice interview questions and answers and teaches the fundamentals of thank you letters.

Job Market:

Learn how to research jobs in your area. Find out which jobs are growing and which are not. Know who's hiring and the skills they require. Explore salary expectations, how to apply, and much more!

Job Corps: For individuals between the ages of 16 and 24. Orientation describing opportunities in the Job Corps.

Money Smart: Instruction on budgeting as well as issues dealing with money management.

Practice Interviews:

Mondays by appointment only; bring a blank videocassette if you wish to have your interview recorded.

Resumés & Applications:

Learn what makes a resume work for you and what will make your cover letters attract employers and lead to more interviews. You will not prepare a resume in this class.

Skills & Abilities:

Learn about your transferable skills and job skills and how to effectively market them to employers on an application, resumé, or in an interview. (This workshop is recommended before attending Resumé or Interview Workshops).

Writing Resumés Using Word: Mid-level instruction in Microsoft Word with emphasis on writing resumés. (Suggested prerequisite-Computer Basics).

THE WHIDBEY CAREER CENTER IS OPEN TO THE PUBLIC. NO FEE IS REQUIRED.
THE CENTER IS AN ADULT LEARNING ENVIRONMENT. PLEASE MAKE OTHER ARRANGEMENTS FOR CHILDREN.
AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST TO INDIVIDUALS WITH DISABILITIES.

TTY: 1-800-833-6388