



December 2020

TaST/CDC CALENDAR

Technology & Skills Training (TaST) Classes & Career Development Center (CDC) Workshops are interactive Zoom presentations and topics intended to enhance life and job readiness skills.

These are one (1) hour Online Presentations

Monday	Tuesday	Wednesday	Thursday	Friday
	1 10 am 11 am (TaST) <u>Customer Service Skills</u>	2 10 am 11 am (TaST) <u>Customer Service Skills</u>	3 10 am 11 am (TaST) <u>Customer Service Skills</u>	4 10 am – 11 am (CDC) <u>Child Development – Part 1</u>
7 10 am – 11 am (TaST) <u>Money & Budgets</u> 10:30 am -11:30 am (CDC/TaST) <u>Stress Management</u>	8 10 am – 11 am (TaST) <u>Money & Budgets</u> 9:30 am – 10:30 am (CDC/TaST) <u>Stress Management</u>	9 10 am – 11 am (TaST) <u>Money & Budgets</u> 11 am – 12 pm (CDC/TaST) <u>Stress Management</u>	10 10 am – 11 am (TaST) <u>Money & Budgets</u> 1 pm – 2 pm (CDC/TaST) <u>Stress Management</u>	11 10 am – 11 am (CDC) <u>Child Development- Part 2</u>
14 10:30 am – 11:30 am – (CDC) <u>Building Resumes</u>	15 1 pm – 2 pm – (CDC) <u>Interview Techniques</u>	16 9:30 am – 10:30 am (CDC) <u>Barriers to Employment</u> 1 pm 2 pm (TaST) <u>Critical Thinking</u>	17 11 am – 12 pm (CDC) <u>Networking</u> 1 pm 2 pm (TaST) <u>Critical Thinking</u>	18 10 am – 11 am (CDC) <u>Child Development- Part 3</u> 1 pm – 2 pm (CDC) <u>Child Development- Part 4</u>
21 10:30 am -11:30 am (CDC/TaST) <u>Soft Skills in the Workplace</u> 1 pm 2 pm (TaST) <u>Customer Service Skills</u>	22 9:30 am -10:30 am (CDC/TaST) <u>Soft Skills in the Workplace</u> 1 pm 2 pm (TaST) <u>Customer Service Skills</u>	23 10 am 11 am (TaST) <u>Critical Thinking</u> 1 pm – 2 pm (CDC/TaST) <u>Soft Skills in the Workplace</u>	24 <i style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">Holiday</i>	25 <i style="font-size: 2em; transform: rotate(-45deg); opacity: 0.5;">Holiday</i>
28 10:30 am -11:30 am (CDC/TaST) <u>Soft Skills in the Workplace</u> 1 pm 2 pm (TaST) <u>Customer Service Skills</u>	29	30	31	

December Class Descriptions

Class: (CDC) NETWORKING (FAMILY & FRIENDS)

Description: *The key to getting any job is the same today as it has always been. Get out there and make that FACE to FACE contacts with the employer you want to work for and sell yourself to them, using your resume and learning more about how to make yourself valuable to them.*

Class: (CDC) BARRIERS TO EMPLOYMENT: "BARRIERS"

Description: Everyone has a barrier; we will help you find positive solutions to sandwich the issue and how to create explanation letters. We will discuss the Matrix system and Fidelity Bonding!!!

Class: (TaST) CUSTOMER SERVICE SKILLS

Description: This class will cover the importance of customer service in all business and how to better serve others particularly when it is hard to do so.

Class: (TaST) CRITICAL THINKING

Description: This class aims to help job seekers to keep a clear and productive mind through difficult times using tools provided by critical thinking.

Class: (CDC) CHILD DEVELOPMENT

Description: Techniques on how to improve teaching, learning, and care during the first decade of children's lives .

Class: (TaST) COMMUNICATION

Description: Communication is a two-way process. It is important to develop the ability to receive and transmit.

Class: (TaST) BUILDING RESUMES'

Description: The resume is key to obtaining an interview. It is important to clearly articulate "Who You Are" with reference to WHO the employer is seeking to hire.

Class: (CDC) SOFT SKILLS IN THE WORKPLACE

Description: *More and more employers are placing a high emphasis on soft skills in the work environment. This workshop will help you to identify and develop your soft skillset and feature them in an interview setting.*

Class: (TaST) INTERVIEW TECHNIQUES

Description: Exploring practical strategies on planning for interview, dress and how to respond to questions.

Class: (TaST/CDC) STRESS MANAGEMENT

Description: Defining stress, identifying stress factors, the effect of stress and how to manage or remove stress.