

OCTOBER 2024

CDC & TaST Workshops



NINE STAR
EDUCATION & EMPLOYMENT SERVICES

EMPLOYMENT & TRAINING CENTER CALENDAR

Classes and Workshops are **INTERACTIVELY IN-PERSON** (with some exception to our virtual links) presentations with topics intended to enhance life and job readiness skills. Workshop descriptions provided in-person at 125 West 5th Ave (E&T Lab)!

Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11
<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>&</p> <p>Lab AM Workshop @ 10AM Work Readiness Certificates</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Conflict Resolution Part 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Appearance & Scents Pt 1-4</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Work Readiness Certificates</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Conflict Resolution Pt 1-4</p> <p>~</p> <p>WORK SERVICES ORIENTATION Hybrid (WS Families, only) Time 10AM - 12PM</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Appearance & Scents Pt 1-4</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Work Readiness Certificates</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Conflict Resolution Part 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Appearance & Scents Pt 1-4</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Work Readiness Certificates</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Conflict Resolution Part 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Appearance & Scents Pt 1-4</p>	<p>Power Hour! (WS Families, only) 9am MANDATORY IN-PERSON @ E&T Lab</p> <p>~</p> <p>Friday Fulfillment Forum! (WS Families, only) Time: 10am to 12pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Zoom AM Workshop @ 10AM Conflict Resolution Part 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Appearance & Scents Pt 1-4</p>
14	15	16	17	18
<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Job Skills Training</p> <p>&</p> <p>Zoom Workshop @ 10AM How to have a Fantastic Interview Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM WS Budget Sheet (prepare for Financial Literacy)</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Job Skills Training</p> <p>&</p> <p>Zoom AM Workshop @ 10AM How to have a Fantastic Interview Pt 1-4</p> <p>~</p> <p>WORK SERVICES ORIENTATION Hybrid (WS Families, only) Time 10AM - 12PM</p> <p>~</p> <p>TSS: FINANCIAL LITERACY! BUDGET (WS Families, only) Time: 12pm - 2pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Couponing 101</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Job Skills Training</p> <p>&</p> <p>Zoom Workshop @ 10AM How to have a Fantastic Interview Pt 1-4</p> <p>~</p> <p>TSS: FINANCIAL LITERACY! CREDIT (WS Families, only) Time: 12pm - 2pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Clearance Deals</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Job Skills Training</p> <p>&</p> <p>Zoom Workshop @ 10AM How to have a Fantastic Interview Pt 1-4</p> <p>~</p> <p>TSS: FINANCIAL LITERACY! CREDIT (WS Families, only) Time: 12pm - 2pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Produce Bags</p>	<p>Power Hour! (WS Families, only) 9am MANDATORY IN-PERSON @ E&T Lab</p> <p>~</p> <p>Friday Fulfillment Forum! (WS Families, only) Time: 10am to 12pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Zoom AM Workshop @ 10AM How to have a Fantastic Interview Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM App Rewards</p>
21	22	23	24	25
<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Digital Age & Professional Presence - LINKEDIN</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Stability Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM WS Budget Sheet (prepare for Financial Literacy)</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Digital Age & Professional Presence - LINKEDIN</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Stability Pt 1-4</p> <p>~</p> <p>WORK SERVICES ORIENTATION Hybrid (WS Families, only) Time 10AM - 12PM</p> <p>~</p> <p>TSS: FINANCIAL LITERACY! BUDGET (WS Families, only) Time: 12pm - 2pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Birthday Deals</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Digital Age & Professional Presence - LINKEDIN</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Stability Pt 1-4</p> <p>~</p> <p>TSS: FINANCIAL LITERACY! CREDIT (WS Families, only) Time: 12pm - 2pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Group</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Digital Age & Professional Presence - LINKEDIN</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Stability Pt 1-4</p> <p>~</p> <p>TSS: FINANCIAL LITERACY! CREDIT (WS Families, only) Time: 12pm - 2pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Kids Eat Free!</p>	<p>Power Hour! (WS Families, only) 9am MANDATORY IN-PERSON @ E&T Lab</p> <p>~</p> <p>Friday Fulfillment Forum! (WS Families, only) Time: 10am to 12pm IN-PERSON @ E&T Lab</p> <p>~</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Stability Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Heating Assistance</p>
28	29	30	31	
<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Hidden Job Market</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Thinking Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Dress for Success Pt 1-4</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Hidden Job Market</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Thinking Pt 1-4</p> <p>~</p> <p>WORK SERVICES ORIENTATION Hybrid (WS Families, only) Time 10AM - 12PM</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Dress for Success Pt 1-4</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Hidden Job Market</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Thinking Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Dress for Success Pt 1-4</p>	<p>Power Hour! (WS Families, only) Time: 9am IN-PERSON @ E&T Lab</p> <p>~</p> <p>Lab AM Workshop @ 10AM Hidden Job Market</p> <p>&</p> <p>Zoom AM Workshop @ 10AM Essentials of Positive Thinking Pt 1-4</p> <p>~</p> <p>Bonus Hybrid Workshop @ 2PM Dress for Success Pt 1-4</p>	

CLASS DESCRIPTION

Importance of Vocational Training Part 1-4

Day 1: Why Choose Trade/Vocational Education? What vocational training is as well as education is explored. The reasons to choose vocational education are addressed. The five reasons vocational education is so important and why vocational training is needed to develop your career. Why college may not be the correct career path for everyone and learning a trade is optimal. Day 2: The Most In-Demand Trades/Workforce Training Opportunities- The high-demand vocational jobs in Alaska and the top 30 trades/vocational careers that pay well and their hourly rate. Workforce training in Anchorage is addressed and the top trades that are in demand in Alaska. How to follow your passion and make a training plan and goals for your education/future Day 3-4: Vocational Careers and Apprenticeships/Training in Anchorage- the different types of career training and trade schools are available in the Anchorage area and examples of dozens of vocational careers. Apprenticeship programs and vocational training in the Anchorage area are identified. Ways to get grants and scholarships and financial aid is discussed.

Conflict Resolution Part 1-4

Part 1: Useful Strategies to Deal with Difficult People How to understand and communicate better with coworkers, family, and friends and get along with people who react differently. Part 2: Problem-Solving at Work- The five steps to become solution-minded and the ways to convert problems into "projects." Workplace problems of how to deal with bad communication and anger issues, the importance of communication on the job, gossip, job descriptions, attitude, cell phone use, and when to call in sick. Hacks for problem-solving are discussed. Part 3: Resolving Workplace Conflict & Anger at Work- how to overcome frustration and handle conflict at work, steps and strategies for resolving conflict, Anger management and managing emotions in the workplace, and advantages of controlling anger.

How to Have a Fantastic Interview Part 1-4

Part 1: Calming the Interview Jitters- Tips to boost your confidence, calm those pesky nerves and prepare you for successful interviews. Part 2: How to Market Yourself for Employment- Things to consider for resume/cover letter as well as how to sell yourself in an interview and which questions you need to "sell yourself;" how you carry yourself and word choices to putting your strengths on display during an interview; ways (and ways not to) ask for the job during an interview; steps to approach interviewing like a marketing challenge; how to be more confident in interviews and tips for the modest/shy. Part 3: Interview Skills I- How to prepare the day before the interview, ways to calm interview nerves, 10 things you should never say in a job interview, and follow up thank you note/email are discussed; 16 interview questions are gone over and discussed and a video of the top seven interview questions and answers are watched and discussed. Part 4: Interview Skills II-The six most difficult interview questions and how to answer them; tips for a successful interview and crucial tips for interviews; videos for the most asked interview questions and answers.

Essentials of Positive Stability Part 1-4

Part 1: Positive Thinking for Success Part III- Overcoming negative thoughts and simple but powerful ways to raise your confidence. Part 2: Positive & Negative Coping Skills after COVID-19 Recognizing what positive and negative coping skills are, how to replace negative ones to have better attitude, self-care, and success. Part 3: Getting & Keeping a Job When Coping w/ Sadness/Grief/Anxiety- What depression, anxiety, and grief look like and identifying calming techniques and coping skills to manage and cope with it. Part 4: Building Support Systems to Achieve Financial and Personal Success How support systems provide mental, emotional, and practical support, as well as increase well-being, feeling happy, reduce stress and anxiety, and ability to cope in difficult times.

Essentials of Positive Thinking Part 1-4

Part 1: Positive Thinking for Success I- Identifying areas of negativity and bad mental habits, where it came from as well as to get rid of it or replace it; Looking at ways to break negative thinking; How to identify things we are good at and like about ourselves; focusing on good things, using gratitude and humor, positive self-talk, spending time with positive people. Part 2: Managing Emotions to Achieve Work & Personal Success How emotions affect us and how to positively express them without suppressing or overreacting to emotions to have better relationships at work and home. Part 3: How to Turn Self-Sabotage into Self-Improvement- Identifying ways people hinder themselves personally and on the job by identifying patterns and learning how to change them. Part 4: Positive Thinking for Success II- Looking at the mindset and traits of high achievers and positive thinkers; the habits needed for positive thinking and how to break negative thinking; Identifying negative thinking patterns and how to stop them and replace them with more positive ones.

LINKEDIN: Social media, iPad kids, networking, OH MY! Learn about LinkedIn & how to present yourself online in a professional manner. (the NEW & IMPROVED Facebook?!) *FREE SITE, come ready to expand your professional presence into the interweb. It is MORE than just having a nice profile picture.

INDEED: you CAN take advantage of your downtime while enjoying your favorite music. Learn about the passive-professional way to gain employment. *FREE SITE, learn the ins & outs of Indeed while exploring jobs that could be the next step you're looking for. The internet is the limit!

COVER LETTER: Riddle me this...what is THE necessary evil of the job hunting world? The age-old & "dreaded" Cover Letter. Gain insight into how a single letter can boost your odds of getting hired. By the end of this section, attendees will hopefully understand crucial DOs & DON'TS when writing cover letters.

RESUME: You have a MAXIMUM of 2 pages of paper to convince a company that YOU are the right fit, no pressure. Attend & learn ALL the tips & tricks to "Sell Yourself to Success" on a single piece of paper. *Open to showcasing BEFORE & AFTER client resumes if they are open to the idea.

WORK READINESS CERTIFICATES: Start or end your Checklist of items such as: Intake Career + Budget + Barrier Assessment, AKCIS Assessments, AlaskaJobs Profile, Resume Final Version, Initial Mock Interview, Work Activity Debriefing

HIDDEN JOB MARKET: Pulled directly from our Work Services Orientation (WSO), we grasp the power of your transferrable skills and/or past experience to nail you that career of your dreams!

DRESS FOR SUCCESS / APPEARANCE & SCENTS: Are you aware that you have to be interview-ready at all times? That includes dropping off a resume or job application? Yes! It's true - let's learn the basic steps to ensure you're always ready for an interview on the spot.