

EMPLOYMENT & TRAINING (E&T) TEAM CDC & TaST Workshops/Classes

Themed Topic for: February 2025 "Job Fair Preparatory"

MON	TUE	WED	THU	FRI
5 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: JOB FAIR PREPARATORY	4 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: JOB FAIR PREPARATORY	5 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: JOB FAIR PREPARATORY	6 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: JOB FAIR PREPARATORY	7 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: WORK SEARCH DEBRIEFINGS
10 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: REFERENCES & RECOMMENDATION LETTERS	11 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: JD PLACEMENT POWER KNOWLEDGE ~ 10AM WORK SERVICES ORIENTATION	12 BUILD A CAPSULE WORK WARDROBE	15 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: EMAILS & VOICEMAILS	14 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: CURRENT EMPLOYMENT TRENDS
17 HOLIDAY OFFICE CLOSURE	18 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: GROOMING ~ 10AM WORK SERVICES ORIENTATION	19 MASTER YOUR STYLE @ FASHIONPACT	20 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: EMPLOYER DEEP DIVE RESEARCH & CUSTOMER SVC ETIQUETTE	21 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: EMPLOYER RED FLAGS
24 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: FINAL PORTFOLIO & DRESS FOR SUCCESS	25 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: MOCK INTERVIEWS ~ 10AM WORK SERVICES ORIENTATION	26 EMPLOYER RECRUITMENT EVENT @ E&T LAB!	27 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: FOLLOW UP & THANK YOU'S	28 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: RECAP & REWARDS
E&T INTAKE DAYS: MON & WED 9AM-11AM OR 1PM-3PM IN-PERSON	WORK SERVICES (WS) ORIENTATION DAY: TUESDAYS 10AM-12PM HYBRID	2/12 - BUILD A CAPSULE WORK WARDROBE: 2 PART SERIES THAT GIVES YOU A CLOTHING CLOSET TO PUT WORK PIECES TOGETHER & TO REVIEW ONLINE CLOTHING SITES TO SELECT PROFESSIONAL OUTFITS 2/19 - MASTER YOUR STYLE @ FASHIONPACT: WITH KNOWLEDGE FROM THE 'BUILD A CAPSULE WORK WARDROBE' YOU'LL BE ABLE TO PUT YOUR VISION TO THE TEST AT A LOCAL RETAILER	EMPLOYER RECRUITMENT EVENT: 2/26 @ 10AM TO 3PM INTERVIEW ON THE SPOT WITH A VARIETY OF LOCAL BUSINESSES READY TO HIRE YOU!	

WORKSHOP/CLASS DESCRIPTION

“Job Fair Preparatory”

“JOB FAIR EXPECTATIONS, REFERENCES/RECOMMENDATION LETTERS, EMAILS/VOICEMAILS, EMPLOYMENT TRENDS, EMPLOYER DEEP DIVES & CUSTOMER SERVICE ETIQUETTE”

*Facilitator: Steve Odom
Career Development Career Coach*

*Facilitator: Kay Peace
Technology & Skills Resiliency-Career Coach*

WITH THE EXPERTISE OF BOTH CAREER COACHES, YOU'LL GAIN INVALUABLE INSIGHTS INTO WHAT IT TAKES TO EXCEL AT ANY JOB FAIR – AND **THIS MONTH'S GRAND SPECIAL: AN EXCLUSIVE EMPLOYER RECRUITMENT EVENT!** YOU'LL HAVE THE OPPORTUNITY TO POLISH YOUR PORTFOLIO, GAIN A DEEPER UNDERSTANDING OF THE IMPORTANCE OF ALIGNING YOUR SKILLS WITH THE JOBS YOU'RE APPLYING FOR, AND MASTER STRATEGIES TO ACE EVERY INTERVIEW. THIS MONTH-LONG EXPERIENCE WILL EQUIP YOU WITH THE SKILLS AND KNOWLEDGE THAT WILL TRULY MAKE A DIFFERENCE, WITH TANGIBLE OUTCOMES ONLY VISIBLE THROUGH YOUR ACTIVE PARTICIPATION IN ALL EVENTS. BOTH FACILITATORS WILL GUIDE YOU THROUGH SPECIFIC TARGETS AND GOALS DESIGNED TO HELP YOU SECURE THE ULTIMATE PRIZE: EMPLOYMENT BEFORE THE MONTH IS OVER!

EMPLOYMENT & TRAINING INTAKE

(WS ONLY) PARTAKE IN A 1-ON-1 MEETING WITH ONE OF OUR TEAM PERSONNEL.

WE'LL REVIEW OUR “E&T INTAKE WORK SEARCH GUIDE” PACKET, BEGIN YOUR PLAN OF ACTION INTO YOUR CAREER READINESS CERTIFICATE AND INTRODUCE YOU TO A FEW SUPPORTING DOCUMENTS SUCH AS WORK SEARCH DAILY LOGS TO HELP YOU NAVIGATE YOUR TIME, PER YOUR FAMILY SELF-SUFFICIENCY PLAN (FSSP).



(WS ONLY) DIVE INTO THE KNOWLEDGE OF WHAT THE WORK SERVICES PROGRAM CAN DO FOR YOU AND YOUR FAMILY! THIS IS PRIMARILY A CLASSROOM SETTING OR AVAILABLE ONLINE FOR THOSE THAT CANNOT ATTEND IN-PERSON.

BE SURE TO BRING IN YOUR QUESTIONS, PEN AND NOTEPAD BECAUSE IT'S GOING TO BE A LOADED WORKSHOP FILLED WITH HOT TOPICS SUCH AS REPORTING CHANGES, DOCUMENTATION, PENALTIES AND SO MUCH MORE!

WORK SERVICES (WS) ORIENTATION (WSO)

WORK SERVICES (WS) CWE INTERVIEWS AVAILABLE THIS MONTH!

EVER WANT TO TAKE THAT NEXT STEP OF CAREER CHANGE OR FINALLY PUT YOUR YEARS OF EDUCATION INTO PRACTICE, BUT HAVEN'T NAILED THE JOB MARKET DUE TO THE LACK OF TOOLS OR RESOURCES TO MAKE YOU MARKETABLE? LOOK NO MORE! THE COMMUNITY WORK EXPERIENCE (CWE) EXPLAINED IN-DEPTH DURING OUR WSO WORKSHOP ALLOWS YOU TO EXPLORE THE “ALTERNATIVES TO CONTINUED JOB SEARCH” TO HELP YOU ‘TURN YOUR RESUME ON’ WITH HANDS-ON EXPERIENCE AND A PERFORMANCE REPORT YOU MAY USE AS A PROFESSIONAL REFERENCE. RESERVE YOUR INTERVIEW TODAY!

DID YOU HAVE AN INTERVIEW THIS WEEK? IF SO, DID IT GO SMOOTHLY AS YOU HAD HOPED? IF HIRED, WHAT DO YOU NEED FOR SUPPORTIVE SERVICES?

CONNECT WITH YOUR CAREER COACH TO UNDERLINE ANY SUCCESSES, CHALLENGES AND NEEDS TO HELP YOU IMPROVE YOUR JOB OR TRAINING SEARCHING EFFORTS. THIS IS A WEEKLY AND SOMETIMES DAILY CONVERSATION WITH YOUR ASSIGNED E&T PERSONNEL.

WORK SEARCH DEBRIEFING DAY PRIMARILY FRIDAY'S!