

BERGEN ONE-STOP CAREER CENTER

60 State Street Hackensack, NJ 07601

201.329.9600

Visit our websites at: www.bergenworkforce.org or careerconnections.nj.gov

July 2018

Information/Re-employment Orientation (RO)

Monday and Thursday 8:45 AM and 12:45 PM

Jersey Job Club / Every Thursday – 1:00 PM

Workshops

Acing the Job Interview (1:00-3:00pm)

Wednesday, July 18, 2018 / Room 101A

Current Labor Market Trends (1:00-3:00pm)

Thursday, July 19, 2018/ Room 201

Effective Job Search (1:00-3:00pm)

Wednesday, July 18, 2018/ Room 101C

Financial Planning for Retirement (11:00-12:00pm)

Thursday, July 26, 2018 / Room 202C

How to create an Effective Cover Letter (1:00-2:30pm)

Tuesday, July 24, 2018 / Room 101C

Interviewing (PART 1) Techniques (10:00-11:30am)

Tuesday, July 10, 2018/ Room 204

Interviewing (PART 2) Role Play (10:00-11:30am)

Wednesday, July 25, 2018/ Room 204

Management Skills for the Active Jobseekers (1:00-3:00pm)

Monday, July 23, 2018 / Room 101C

Motivating / De- Stressing while Job Searching (1:00-3:00pm)

Thursday, July 26, 2018/ Room 101C

Myers Briggs Type Indicator (10:00-12:00pm) / (SEE SPECIAL INSTRUCTION ON THE BACK)

Wednesday, July 11, 2018 / Room 204

Overcoming Challenges face by the Experienced Worker (1:00-3:00pm)

Wednesday, July 25, 2018/ Room 101C

Resume Writing (10:00-11:30am)

Tuesday, July 3, 2018 / Room 204

Tuesday, July 17, 2018 / Room 204

Top Notch Resume II (1:00-3:00pm)

Wednesday, July 25, 2018 / Room 101A

Transferrable Skills (10:00-11:30am)

Tuesday, July 31, 2018/ Room 204



Prior registration is required for all workshops

HOURS OF OPERATION: 8:30 AM to 4:30 PM, Monday through Friday

Information Session/Re-Employment Orientation (RO): Required session to become familiar with the services available.

JOB SEARCH WORKSHOPS

Effective Job Search: New technology has changed the rules of job hunting. The techniques you used to find your last job may be of little value now. This module describes the use of the Internet. You will learn where to get free access to the Internet.

Overcoming Challenges Faced by the Experienced Worker: Addresses issues faced by the mature worker and illustrates how to update resume and interviewing skills to overcome obstacles real or imagined and empower job seekers to be the best candidate for the job.

DEVELOPMENTAL WORKSHOPS

Current Employment Trends: Career and industry information. Which careers are considered to be most “In Demand” in today’s labor market? What are the highest paying occupations? Which industries are growing and creating more jobs? Which industries are now in decline? **(Please note: this workshop is Computer based)**

Management Skills for the active Job Seeker:

Tips on managing one’s job search outlook: how to maintain a positive outlook, build self-esteem, and manage your time effectively. Topics include prioritizing, scheduling, handling interruptions as well as self-exploration. Information on popular self-assessment tests is given.

The Myers-Briggs Type Indicator (MBTI) is a powerful tool that can help you to identify your unique gifts. It can help you to understand your own motivations, natural strengths and potential areas for growth. Knowing your MBTI type helps you to be more self-aware, especially where you focus your energy, gather information and make decisions regarding how your preferences affect your approach to work, life and career.

SPECIAL INSTRUCTIONS: You must complete and return a 93-question assessment to participate in this workshop. The assessments may be picked up at the Customer Service Counter on the 1st Floor when you register for the class. Please complete and return the assessments to Laura Troy, 2nd Floor, Room 200, **NO LATER THAN TWO DAYS PRIOR TO THE WORKSHOP.**

Resume Writing: Resume Writing focuses on best practices in creating a resume that will market your skills and accomplishments to an employer.

Transferrable Skills

In this interactive workshop, you’ll learn:

- ✓ What “transferable skills” are and why they’re important for you and for employers
- ✓ How you can identify your transferable skills
- ✓ Ways you can “sell” your transferable skills on a resume, cover letter or in an interview
- ✓ To visualize applying your transferable skills in a new job or career

You must register for all workshops in person or by calling 201.329.9600 x5669 or x5752