

# BERGEN ONE-STOP CAREER CENTER

60 State Street Hackensack, NJ 07601

201.329.9600

Visit our websites at: [www.bergenworkforce.org](http://www.bergenworkforce.org) or [careerconnections.nj.gov](http://careerconnections.nj.gov)

## September 2018

**Information/Re-employment Orientation (RO)**

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

**\*CLOSED MONDAY, SEPTEMBER, 3, 2018**

Jersey Job Club / Every Thursday – 1:00 PM

### Workshops

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

Thursday, September 20, 2018/ Room 201

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

Wednesday, September 19, 2018/ Room 101C

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

Thursday, September 27, 2018 / Room 202C

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

Tuesday, September 25, 2018 / Room 101C

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

Tuesday, September 11, 2018/ Room 204

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

Thursday, September 27, 2018/ Room 204

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

Monday, September 24, 2018 / Room 101C

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

Thursday, September 27, 2018/ Room 101C

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

Friday, September 21, 2018 / Room 204

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

Wednesday, September 26, 2018/ Room 101C

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

Wednesday, September 5, 2018 / Room 204

Tuesday, September 18, 2018 / Room 204

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

Wednesday, September 19, 2018 / Room 101A

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

Monday, September 24, 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 1<sup>st</sup> Floor when you register for the class. Please complete and return the assessments to Laura Troy, 2<sup>nd</sup> 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**