

BERGEN ONE-STOP CAREER CENTER

60 State Street Hackensack, NJ 07601

201.329.9600

Visit our websites at: www.bergenworkforce.org

December 2019

Information/Re-employment Orientation (RO)

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

********NO R/O Monday, December 26, 2019 – Thursday, January 2, 2020********

Jersey Job Club / Every Thursday – 1:00 PM

Workshops

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

Friday, December 13, 2019/ Room 101c

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

Tuesday, December 17, 2019/ Room 101c

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

Wednesday, December 11, 2019/ Room 204

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

Friday, December 6, 2019/ Room 204

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

Friday, December 20, 2019/ Room 101c

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

Tuesday, December 17, 2019 / Room 204

Self Management Skills (1:00-3:00pm)

Monday, December 16, 2019 / Room 101c

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

Wednesday, December 18, 2019/ Room 101a

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

Friday, December 13, 2019/ 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)**

Self- Management Skills

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