

CAREER WORKSHOPS THAT GET RESULTS

AUGUST & SEPTEMBER 2020

WORKSHOP DESCRIPTIONS

Finding the Fit with the Myers-Briggs Type Inventory

Choosing a job or changing careers is a major decision – one that requires careful thought, research and planning. The better you know yourself, the better your decisions. In this workshop, you will have the opportunity to explore your personality preferences and how they can help you identify the best fit in a job or career. You will complete the Myers-Briggs prior to this workshop.

Identifying Career Interests

Learn about tools that help in identifying your job/career interests. Take a tour of websites where you can research a variety of jobs, their projected growth and pay rates, and other labor market information.

Interviewing for Success

A resume may get you an interview, but it is the interview that will get you the job. Learn how to clearly communicate your strengths, skills and experiences to demonstrate to employers that you are the best candidate for the job. Learn how employers use Behavioral Interview questions to evaluate your future performance by looking at your past experiences. Topics include: the importance of first impressions; verbal and non-verbal communication; responding to commonly asked and problem questions. Learn strategies to predict and successfully respond to Behavioral Interview questions and techniques for negotiating your salary.

LinkedIn – Networking in the Virtual World

LinkedIn is the world's largest professional network and growing rapidly, connecting you with other professionals to make you more productive and successful. When you join LinkedIn, you get access to people, jobs, news, updates, and insights that help you be great at what you do. We'll provide needed information for building your profile so you can begin using LinkedIn as part of your job search. Increase your visibility so employers can find you.

Networking – The Most Effective Way to Find a Job

Meeting with people face to face is more important now than ever. Today, employers deal with a sea of online applications. Being able to connect your face with one of those applications could be just the thing that makes you stand out above the rest. Learn the basics of "in-person" networking for identifying job leads and openings, and write a self-sell statement for introducing yourself to the new contacts you'll be making.

Write a Winning Resume

Your resume is the most important marketing tool for your job search. In this workshop, learn how to write the most effective resume for getting an interview and the job. The focus will be on presenting your strengths, skills, experiences, accomplishments and credentials so employers can easily see you're a great fit for the job.

AUGUST 2020

SEPTEMBER 2020

11	Tue	10:00	Write a Winning Resume		9	Wed	10:00	Write a Winning Resume
18	Tue	10:00	Identifying Career Interests		18	Fri	10:00	Identifying Career Interests
20	Tue	10:00	Interviewing for Success		22	Tue	10:00	Interviewing for Success
25	Tue	10:00	Networking - The Most Effective Way to Find a Job		24	Thu	10:00	LinkedIn - Networking in the Virtual World
					29	Tue	10:00	Finding the Fit with the Myers-Briggs Type Inventory

At the present time, all NCWorks Career Center Asheville workshops are being offered through a virtual format only. For a successful workshop experience, you will need:

- A laptop, tablet or phone that has a microphone and camera, along with Internet access.
(If you do have access to your own equipment, you can contact NCWorks at (828) 251-6200 to reserve a computer workstation that has the technology you will need. (NOTE: You will be responsible for bringing your own headphones to NCWorks in order to use these computers).

How to sign-up for a workshop:

- Choose a workshop(s) from the calendar above and contact NCWorks Asheville at (828) 251-6200 to register. You may also stop by our office at 48 Grove Street, Asheville, NC 28801 to register.
- You will be sent an email with a registration form to complete and return prior to the workshop.
- The morning of the workshop, you will receive an email with a link to the workshop. Directions on how to log in will be provided in the email.
- The workshop facilitator will be available at 9:50 am to assist you ahead of the beginning of the workshop, which will begin at 10:00 am.

This NCWorks office and our public computer labs are back open full-time with appropriate PPE and social distancing guidelines in place.

The wearing of masks or face coverings is required at all times.



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