

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<u>1</u> 	<u>2</u>	<u>3</u>
<u>6</u> Project HIRED Re-opens	<u>7</u> 10:00am – 12:30pm WS: Personal & Career Assessment 1:30pm – 2:15pm Job Seeker Orientation	<u>8</u>	<u>9</u> 10:00am – 12:30pm WS: Career Exploration	<u>10</u>
<u>13</u>	<u>14</u> 10:00am – 12:00pm WS: Targeting Your Resume 1:30pm – 2:15pm Job Seeker Orientation	<u>15</u>	<u>16</u> 10:00am – 12:30pm WS: Networking Strategies	<u>17</u>
<u>20</u> Project HIRED Martin Luther King Jr. Day	<u>21</u> 10:00am – 12:00pm WS: Understanding Interviewing 1:30pm – 2:15pm Job Seeker Orientation	<u>22</u>	<u>23</u> 10:00am – 12:00pm WS: Practice Interviewing	<u>24</u>
<u>27</u>	<u>28</u> 10:00am – 12:00pm WS: American with Disabilities Act & Accommodations 1:30pm – 2:15pm Job Seeker Orientation	<u>29</u> 10:00am – 12:00pm WS: Navigating Your Job Offer	<u>30</u> 10:00am – 12:00pm WS: Job Success	

About our events:

Registration is required at least 24-hours in advance online at www.projecthired.org/register or call the front desk at 408-557-0880.

To respect the instructor and other attendees, workshops will begin promptly. Late attendees will not be allowed to attend more than 15-minutes after the event's designated start time.

Project HIRED Office Hours:

Mon – Thurs, 9am – 12pm & 1pm – 3pm Friday, Closed

ABOUT OUR WORKSHOPS

<p>PERSONAL & CAREER ASSESSMENT This workshop is our starting point to help you focus on your career choice and job search. Build your confidence and prepare for your job search journey. Identify your core values and learn how they affect your personal life and your career transition. Identify and prioritize your skills. Learn how to create a SMART goal and how to integrate them into your job search. NOTE: Ask your career counselor to review your assessment results with you for more insight!</p>	<p>CAREER EXPLORATION Building on the Personal & Career Assessment workshop, this class will provide you with the tools and resources needed to gather key information about local career and job opportunities. You will learn tools and resources to identify and gather key information about career and job opportunities that best fit your skills, interests, values and needs. Learn the Project HIRED Step by Step plan to Career Exploration. Learn how to execute successful informational interviews and stay motivated and organized throughout your career search</p>	<p>TARGETING YOUR RESUME Attend this workshop and you will leave with the tools to create outstanding resumes. Create and tailor your resume for each job you are applying for. Determine what type of resume suits your background and then start writing the key components. Learn about SAR (Situation, Action, Result) statements and write two of your own personal SAR statements. Learn to write eye catching cover letters NOTE: Next step: Meet with your career counselor to complete and perfect.</p>
<p>NETWORKING STRATEGIES Learn about a variety of networking opportunities and find out how networking can increase your access to the job market and improve your employment prospects. You'll create your elevator speech so you are always ready to introduce yourself. You'll come away with your networking plan and a LinkedIn introduction statement. NOTE: Watch for Project HIRED Speaker Events where you will have an opportunity to practice the skills you will learn.</p>	<p>UNDERSTANDING INTERVIEWING You will learn effective interviewing techniques, how to prepare for interviews and how to present your accomplishments. Additionally, you will understand the significance that ATTITUDE plays in the interviewing process.</p>	<p>PRACTICE INTERVIEWING Make sure you are prepared for the important day of your interview. Polish your interviewing skills, practice answering commonly asked questions and receive feedback in a safe supported environment! Practice, practice, practice! NOTE: Meet with your career counselor to do a mock interview before you go to an interview.</p>
<p>NAVIGATING YOUR JOB OFFER This workshop will help you to understand the process after a job offer, which includes having realistic salary expectations and understanding your earnings potential. When the time comes for a change in career be prepared.</p>	<p>AMERICANS WITH DISABILITIES (ADA) ACT This workshop explains your employment rights and protections under the Americans with Disabilities Act (ADA). Understand when and how to ask for an accommodation. Ensure you have the best opportunity to perform well on the job.</p>	<p>JOB SUCCESS Set yourself up for success and be professional at your next adventure. You worked hard to get the job so keep the momentum going. Find out about emotional intelligence and how knowing your own emotional intelligence can help improve your job success. Learn to communicate effectively with your managers and peers. NOTE: Stay in touch with Project HIRED we can support you thru your transition to your new job and accommodation requests as they come up.</p>