



Hartford CT Works
 3580 Main Street
 Hartford, CT 06120
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JUNE 2009

Registration is required for these free seminars

Opportunity * Guidance * Support

Workshop Descriptions

Small Business Concepts: To acquire the basic knowledge that is essential to successfully start and operate a small business enterprise.

- **Résumé Basics:** The how-to basics of creating your complete resume package for today's tough job market.
- **How Professionalism Has Changed:** Learn the 10 P's - make professionalism pay off in the interview!
- **Myers Briggs:** Designed for those changing careers or learning about personality styles and how they impact career choices.
- **Surviving a Layoff:** Learn how to marshal your resources and build a small network of people who can really help.
- **80/20 Career Thinking:** Applies little talked, but tried and true, principles for job search strategies and career thinking.
- **Selling Yourself With Audition:** Learn what business owners and managers are thinking and looking for to help company growth.
- **Making the Web Work for you:** Preparing beginners to conduct an effective on-line job search and to complete on-line applications.
- **Interviewing Techniques:** To acquire basic knowledge that will give you a winning edge over other applicant.
- **Twelve Steps to Your Dream Job:** Provides job search and interview skills necessary for people reentering the job market. Recommended for clients with job history challenges such as extended absence, or forced to leave. Helps unlock hidden job market (as much as 80% of all jobs).

	TUES	WED	THURS	FRI
1 Career Training Orientation 11:30 - 12:45 WIA One-Stop Orientation 10 - 11 Intro to Career Academy 10 - 12 1:00 - 3:00 Resume Basics 1:30 - 3:30	2 Manufacturing Careers Orientation 9:00 - 10:30 Health Careers Orientation 10:00 - 12:00	3 Dislocated Worker Orientation 2:00 - 3:00 Selling Yourself with an Audition 1:00 - 3:00	4 How Professionalism has Changed 1:00 - 3:00 WIA One-Stop Orientation 2:00 - 3:00 Job Search Strategies 1:30 - 3:30	5 Becoming the Boss 1:00 - 3:00
8 Career Training Orientation 11:30 - 12:45 WIA One-Stop Orientation 1:00- 11 Intro to Career Academy 1 - 12	9 Interviewing Techniques 1:30 - 3:30	10 Dislocated Worker Orientation 2 - 3 80/20 Career Thinking 1:00 - 3:00	11 Marketing and Writing for Jobs 1:00 - 3:00 WIA One-Stop Orientation 2 - 3 Making the Web Work for You 1:30 - 3:30	12 Selling Yourself with an Audition 1:00 - 3:00
15 Career Training Orientation 11:30 - 12:45 WIA One-Stop Orientation 1 - 11 Intro to Career Academy 10 - 12 Resume Basics 1:30 - 3:30	16 Health Careers Orientation 10:00 - 12:00	17 Dislocated Worker Orientation 2:00 - 3:00 How Professionalism has Changed 1:00 - 3:00	18 WIA One-Stop Orientation 2:00 - 3:00 Becoming the Boss 1:00 - 3:00	19 80/20 Career Thinking 1:00 - 3:00
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