



Take Charge of Your Future, Your Skills, and Your Money Now!

City of Phoenix Career Workshops That Make A Difference



Date	APRIL 2010	Time	Trainer	Location
12	<u>Reality Finance 101: Surviving During Tough Times (Part 1)</u>	8:30 am -12:30 pm	Samuel Melvin	PCDT-104

We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available? **Part 1** of the class (half-day) will teach you how to make tough financial decisions, how to establish financial priorities, what defensive measures you should take, creative budgeting techniques, and strategies to stretch the dollar.

12	<u>Keeping Your Head Up In Tough Times: Winning the Mental Game of Job Loss</u>	8 am -12 pm	Jerry Jerome	North Phoenix Baptist A213
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This interesting and informative workshop will teach you essential tools and techniques for developing the mental strength you need to help you stay positive and productive throughout your career transition. You will learn quick and easy ways to handle setbacks as well as powerful practices for staying motivated while you find your next job.

12	<u>You & Your Future (Two-Day Workshop- Day 1)</u>	9 am- 4:30 pm	Kristi Staab	North One Stop
13	<u>You & Your Future (Two-Day Workshop- Day 2)</u>	9 am – 4:30 pm	Kristi Staab	North One Stop

This workshop is designed to assist you in refreshing and/or developing the career planning skills you need to keep a competitive edge in the labor market. You will learn how to take intentional steps towards your purpose, vision, and goals in your career by remaining laser-focused and incorporating fundamental principles of success. You will learn how to position yourself to be highly productive for yourself and your career. You will also learn how to acknowledge the human side of the equation: your ego, emotions, feelings and strengths.

13	<u>The Winner's Spirit</u>	8:30 am -12:30 pm	Christine French, Karen Thomas	North Phoenix Baptist A213
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YOU are a WINNER! Yes YOU! All the happenings in the world around us these days have created confusion. Many of us feel like we are driving in a dust storm. It's hard to see where we are, who we are, where we are going, and especially to remember that we are WINNERS. It's time to take a break, to get out of the storm, to regain our perspective, and refocus on the WINNER that we are. **Learning Objectives** In this workshop, we will "weed-out" self-defeated behavior, "re-identify" the characteristics of a WINNER, and create an action plan to recapture the essence of the WINNER that we are!

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14	<u>You Inc. Market and Brand Your Greatest Asset</u>	9:00 am- 4:00 pm	Jessica Pierce	North Phoenix Baptist A213
In this job market you must have a plan of attack to land your next great career. This workshop will help attendees understand the major components of job marketing: marketing plan, industry and company research, market research, and the marketing mix. Attendees will leave this workshop with a written strategic marketing plan, updated 30 second marketing pitch and a renewed spirit for selling during the job search process.				
15	<u>Discover Your Career Gifts (Two-Day Workshop- Day 1)</u>	9 am-4:30 pm	Jessica Pierce	Station 50
16	<u>Discover Your Career Gifts (Two-Day Workshop- Day 2)</u>	9 am – 4:30 pm	Jessica Pierce	Station 50
This workshop will reenergize your career as you participate in interactive exercises that identify your workplace strengths and values. You will take an assessment that will identify your strengths and your value to an organization – this will show why you are a good fit for the company. You will create a unique resume that will get you noticed and emphasize your career goals and achievements. You will develop your interviewing skills so you are prepared to answer any question that is thrown your way. You will walk out of this workshop with the skills, knowledge and attitude to land tomorrow’s career TODAY!				

16, 19 You and Your Professional Presence: (Two-Day Workshop-Day 1) 9 am – 4:30 pm Kristi Staab PCDT-104
Polishing Your Communication Skills:

This workshop series is designed to help you project confidence, competence and credibility in the workplace. By participating in this relevant, systematic training program you will achieve greater success in the workplace in less time by developing your self-understanding, promoting your professional development and preparing you for successful employment. Good communication is essential in the workplace. In fact, communication is listed by many employers as the number one human relations skill needed on the job. During ***Polishing Your Communication Skills***, you will learn how to: 1) communicate more effectively; 2) get your message across in conversation, discussion and group presentations; and, 3) resolve workplace conflict through communication. Objectives include: understand the communication process, identify barriers to communication, understand the components of good listening, identify the types and stages of conflict and identify positive way to deal with conflict.

17	<u>Job Search 2010 (half- day workshop)</u>	8 am-Noon	Diana Potapenko	Station 50
17	<u>Job Search 2010 (half- day workshop)</u>	1-5 pm	Diana Potapenko	Station 50

The economic down turn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will show you today’s leading tools to power your job search, from posting your resume on the internet, to creating a strong professional network. This workshop is designed to appeal to a wide variety of populations as it will cover the basics of internet use: terminology, search engines, and email set up. There will also be a breakdown of how to attach a document (resume) in email as well as on job search sites. We will then explore effective ways to research the industry market, projected job growth, salary, and company information. Finally, we will discuss the importance of social networking by

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looking at major networking sites such as LinkedIn.com. We will explore the mindset of the employer and the new ways they are using technology and the internet to post jobs and seek out their perfect match.

16, 19 You and Your Professional Presence: (Two-Day Workshop- Day 2) 9am-4:30pm Kristi Staab PCDT-104
Polishing Your Communication Skills:

This workshop series is designed to help you project confidence, competence and credibility in the workplace. By participating in this relevant, systematic training program you will achieve greater success in the workplace in less time by developing your self-understanding, promoting your professional development and preparing you for successful employment. Good communication is essential in the workplace. In fact, communication is listed by many employers as the number one human relations skill needed on the job. During ***Polishing Your Communication Skills***, you will learn how to: 1) communicate more effectively; 2) get your message across in conversation, discussion and group presentations; and, 3) resolve workplace conflict through communication. Objectives include: understand the communication process, identify barriers to communication, understand the components of good listening, identify the types and stages of conflict and identify positive way to deal with conflict.

19 10 Success Strategies to Find the Right Work 9 am-4:30 pm Gary Recchion North Phoenix Baptist A213
20 10 Success Strategies to Find the Right Work 9 am-4:30 pm Gary Recchion North Phoenix Baptist A213

Learn the key strategies to manage a successful career transition and job search through an accelerated training/coaching program that effectively guides individuals who have been impacted by organizational change and/or are exploring new career opportunities. Use "best practice" tools, assessments, resources and personal marketing and communications techniques to take ownership of your career direction, build value and rise above the competition. Receive the comprehensive "10 Success Strategies" workbook and exercises and learn key change strategies to turn adversity into an opportunity.

20 Reality Finance 101: Surviving During Tough Times (Part 1 and Part 2) 9:00 am-4:00 pm Samuel Melvin Goodwill

We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available? **Part 1** of the class (half-day) will teach you how to make tough financial decisions, how to establish financial priorities, what defensive measures you should take, creative budgeting techniques, and strategies to stretch the dollar. **Part 2** of the class (half-day) discusses the "in's and out's" of several options including bankruptcy, foreclosure, debt negotiation, short sale, and debt management programs. You will begin the process of building a plan for your financial recovery.

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Date	APRIL 2010	Time	Trainer	Location
21	<u>Reality Finance 101: Surviving During Tough Times (Part 1)</u>	12:30- 4:30 pm	Samuel Melvin	Station 30
<p>We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available?"</p> <p>Part 1 of the class (half-day) will teach you how to make tough financial decisions, how to establish financial priorities, what defensive measures you should take, creative budgeting techniques, and strategies to stretch the dollar.</p>				
22	<u>Interactive Networking Elevator Speech</u>	9 am-4:00 pm	Jessica Pierce	North Phoenix Baptist A213
<p>Have you ever wondered why networking works or how to use it to make it work for you? Networking is an interactive process. As a result, it is crucial that job seekers are fully involved in the process, gain the knowledge of how to network, and develop the courage to do it. You will leave this workshop with a renewed sense of networking and the knowledge to use it to land your new career.</p>				
22	<u>You and Your Professional Presence: Developing Your Interpersonal Relationships</u>	9 am -4:00 pm	Kristi Staab	Station 30
<p>This workshop series is designed to help you project confidence, competence and credibility in the workplace. By participating in this relevant, systematic training program you will achieve greater success in the workplace in less time by developing your self-understanding, promoting your professional development and preparing yourself for successful employment. During <i>Developing Your Interpersonal Relationships</i>, you will learn how to: 1) overcome the challenges of fitting-in in the workplace; 2) become an effective member of a working team; and, 3) develop good relationships with coworkers, supervisors and customers. Objectives include: identify the qualities and traits to be a success in the workplace, eliminate personal habits that may detract from your effectiveness in the workplace, relate to customers with the right attitude and appropriate verbal and non-verbal communication, recognize the traits of being a team player, get along with your supervisor and seek, accept and handle feedback from your supervisor.</p>				
23	<u>Social Networking: Linked In and Twitter</u>	9 am – 4:30 pm	Jessica Pierce	Gateway Community MA2128
<p>Use social media tools to land your next career post. LinkedIn is a required career-landing tool. Showcase who you are and let hiring managers see it! Understand the hidden power of Twitter and how companies are using it to find candidates. If you are not using it, you are missing out on many great opportunities.</p>				

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Date	APRIL 2010	Time	Trainer	Location
23	<u>21st Century Resumes: Get Noticed!</u>	8:30 am – 12:30 pm	Diana Potapenko	South One Stop
24	<u>Job Search 2010</u>	8 am-Noon	Diana Potapenko	Station 50
24	<u>Job Search 2010</u>	1-5 pm	Diana Potapenko	Station 50

Has it been a while since you searched for a job? The economic downturn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will provide you with tips and guidelines to strengthen your opportunities to get your resume into the "INTERVIEW" pile.

The economic down turn has given employers an upper hand in the labor market as the competition amongst job seekers continues to increase. So how do you get yourself and your resume noticed? This workshop will show you today's leading tools to power your job search, from posting your resume on the internet, to creating a strong professional network using social media websites. As technology is being utilized more and more by both employers and job seekers, it is time that you get on board with Job Search 2010! This workshop is designed to appeal to a wide variety of populations as it will cover the basics of internet use: terminology, search engines, and email set up. There will also be a breakdown of how to attach a document (resume) in email as well as on job search sites. We will then explore effective ways to research the industry market, projected job growth, salary, and company information. And finally, we will discuss the importance of social networking by looking at major networking sites such as LinkedIn.com. We will explore the mindset of the employer and the new ways they are using technology and the internet to post jobs and seek out their perfect match.

26 The Winner's Spirit 12:30 pm- 4:30 pm Christine French, Karen Thomas PCDT-104
 YOU are a WINNER! Yes YOU! All the happenings in the world around us these days have created confusion. Many of us feel like we are driving in a dust storm. It's hard to see where we are, who we are, where we are going, and especially to remember that we are WINNERS. It's time to take a break, to get out of the storm, to regain our perspective, and refocus on the WINNER that we are. **Learning Objectives** In this workshop, we will "weed-out" self-defeated behavior, "re-identify" the characteristics of a WINNER, and create an action plan to recapture the essence of the WINNERS that we are!

26 Reality Finance 101: Surviving During Tough Times (Part 2) 12:30-4:30 pm Samuel Melvin North One Stop
 We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available? **Part 2** of the class (half-day) discusses the "in's and out's" of several options including bankruptcy, foreclosure, debt negotiation, short sale, and debt management programs. You will begin the process of building a plan for your financial recovery.

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27	<u>Reality Finance 101: Surviving During Tough Times (Part 2)</u>	9 am -1 pm	Samuel Melvin	North One Stop
<p>We all know that times are tough; but without good financial guidance, times can be even tougher. Could you use more financial skills to help you make it during these tough times? Attend this class and learn how to address your most pressing financial concerns with information that makes sense and can immediately be put to use. Questions that can be answered include, "Do I keep the house, or let it go? How do I deal with my creditors? What options do I have available? Part 2 of the class (half-day) discusses the "in's and out's "of several options including bankruptcy, foreclosure, debt negotiation, short sale, and debt management programs. You will begin the process of building a plan for your financial recovery.</p>				
27	<u>Coach Yourself To Success: Achieve Your Career and Life Goals</u>	9 am-4:30 pm	Jerry Jerome	PCDT-101
<p>What do most athletes, artists, executives, leaders, and successful people from all areas of work have in common? They use coaches to help them achieve their goals and attain higher levels of performance than they could on their own. How about you? Could you use some coaching on your career and life goals? In this workshop, you will learn strategies that coaches use that can help you identify and follow through on the career and life goals that matter most to you, including coaching suggestions for landing your next job.</p>				
28	<u>Working In the Midst of the Generation Gaps</u>	12:30-4:30 pm	Jessica Pierce	North One Stop
<p>Attention Boomers, Third-Agers and Older Workers, do not feel disheartened in your quest to land that new career. Companies are hiring for all age ranges, and that includes your age range. There are many resources out there to help you. Learn how to work through the potential age discrimination issues, keep a positive attitude and land in a career you love. You will leave this workshop with an understanding of how to use your age as a positive aspect during your job search.</p>				
29	<u>Social Networking: Linked In and Twitter</u>	9 am – 4:30 pm	Jessica Pierce	Gateway Community MA2128
<p>Use social media tools to land your next career post. LinkedIn is a required career-landing tool. Showcase who you are and let hiring managers see it! Understand the hidden power of Twitter and how companies are using it to find candidates. If you are not using it, you are missing out on many great opportunities.</p>				
29	<u>You & Your Future</u>	9 am-4:30 pm	Kristi Staab	PCDT-104
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<p>This workshop is designed to assist you in refreshing and/or developing the career planning skills you need to keep a competitive edge in the labor market. You will learn how to take intentional steps towards your purpose, vision, and goals in your career by remaining laser-focused and incorporating fundamental principles of success. You will also learn how to position yourself to be highly productive for yourself and your career. You will also learn how to acknowledge the human side of the equation: your ego, emotions, feelings and strengths.</p>				

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30	Reality Finance 101: Surviving During Tough Times (Part 1 and Part 2)	9 am -4:30 pm	Samuel Melvin Matthew Henson	

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Career Workshop Locations:

- Fire Station #50 Community Room** (35th and the 101) 20225 N. 35th Avenue, Phoenix, AZ 85027-3071
- Fire Station # 30 Community Room** (27th Avenue and Glendale) 2701 W. Belmont Avenue, Phoenix, AZ 85051-6617
- Gateway Community College** 108 N. 40th St., Phoenix, AZ 85034
- Goodwill of Central Arizona** 2626 W. Beryl Avenue, Phoenix, AZ 85021
- Matthew Henson Center** Matthew Henson Center, 1150 S. 7th Avenue, Phoenix, Arizona, 85007.
- North Phoenix Baptist Church** 5757 North Central Avenue, Phoenix, AZ 85012-1397
- North One Stop, Phoenix Workforce Connection,** 9801 N. Seventh St., Phoenix, AZ 85020-1701 602-861-0208
- PCDT = Phoenix College Downtown Campus** 640 North First Avenue, Phoenix, AZ 85025
- South One Stop, Phoenix Workforce Connection,** 4732 S. Central Ave., Phoenix, AZ 85040-2150 602-534-5902

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