



Ready to Work

Empowering People to Work

COMMUNITY ACTION PLANNING COUNCIL is offering workshops in partnership with the JCC mobile computer lab, Jefferson Express. To be eligible, residents must live in Jefferson County and have an annual gross household income at or below 125% of the federal poverty guidelines. For example, \$14,588 or less for a single person or \$29,813 or less for a family of four.

For more information, please call 782.4900, ext. 271.

Workplace Culture - Understanding the workplace culture is essential in virtually every job. This workshop explores a variety of topics, including tips for communicating effectively in the workplace, dealing with conflict, and preparing for the performance evaluation. **May 13, 4 - 7 PM**

Interviewing Techniques Workshop - Any contact you have with a potential employer is part of how you are perceived, and all interactions will affect the decision making process. In this workshop, learn how to make a strong first impression, handle your nerves, dress for success, as well as answer many of the common interview questions asked. **May 15, 1 - 4 PM**

Microsoft Office Basics – Knowing Microsoft Office is a critical part of most day-to-day jobs. This workshop will teach you the basics of Microsoft Word, including the ribbon and tabs, modifying text, and manipulating graphics in the Word document. If time allows, participants will begin to learn Microsoft Excel and/or PowerPoint. **June 10, 4 - 7 PM**



Job Search/Resume Building – Learn the basics of job searching and how to create a resume. Workshop topics include job banks, elements of a strong resume and how to target your resume. **June 24, 4 - 7 PM**

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COMMUNITY ACTION PLANNING COUNCIL

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