

DECEMBER 2016

# Calendar of Events

All workshops are free and open to the public. Please sign up in advance. Space is limited so reserve yours today!

Call us today at

**802-885-2167!**

◆ Register with us online at  
[www.vermontjoblink.com](http://www.vermontjoblink.com)

◆ The Springfield Career Resource Center will be closed on Monday, December 26<sup>th</sup>



**VDOL CAREER RESOURCE CENTER**  
56 MAIN STREET  
SUITE 101  
SPRINGFIELD, VT  
05156

**OFFICE HOURS:**  
MONDAY-THURSDAY  
7:45 TO 4:30  
FRIDAY  
9:45 TO 4:30  
OFFICE CLOSED DAILY  
12:15 TO 1:00

## WEEKLY WORKSHOPS

### TUESDAYS RESUME WRITING 9:00-10:00 am

This workshop is designed to help job seekers learn how to write an effective resume and cover letter. Participants will gain the skills needed to create this essential tool for an effective job search.

### WEDNESDAYS JOB READINESS 8:45-9:30 am

Job Readiness is a weekly job search group, covering topics such as job search skills, professional behavior, networking, finding and using local resources, achieving workplace success, time management, assessing your interests, and much more! Call ahead to learn the topic of the week! Please see the back of this month's calendar for a detailed list of topics.

### THURSDAYS INTERVIEWING SKILLS 9:00-10:00 am

Our Interviewing Skills workshop prepares job seekers for all the aspects of the interview process, from how to prepare, how to answer difficult questions, all the way to how to follow up after the interview.

## FEATURED EVENTS

### DECEMBER 14<sup>th</sup> & 28<sup>th</sup> WIOA ORIENTATION 2:00-3:00 pm

Interested in VDOL's training programs? Looking for opportunities to take classes, earn a certificate, or train on the job? Come to the Workforce Innovation & Opportunity Act Orientation for more information about options you may qualify for! Call us at 802-885-2167 or ask at the front desk to pre-register.

### DECEMBER 21<sup>st</sup> PARKS PLACE WIOA ORIENTATION 2:00-3:00 pm

If you are interested in our WIOA program but would have an easier time attending in Bellows Falls, you are welcome to attend our orientation at Parks Place on 12/21. Call us at 802-885-2167 to sign up!

### DECEMBER 23<sup>rd</sup> COMPUTER BASICS WORKSHOP 10:00-11:00 am

This monthly workshop is designed for those who are new to using computers, introducing participants to the basic components of a computer and how to conduct a simple job search and use email.

*Events listed are subject to change. Please call ahead of time if you plan on attending an event.*

## THIS MONTH'S FEATURE: the Job Readiness Workshop

Our Job Readiness Workshop aims to provide jobseekers with the skills they need to find work and succeed in a professional environment. The eight week series includes the following topics:

- What does the Career Resource Center Offer?*
- ◇ Five computers, free for anyone to use for employment-related purposes
  - ◇ Faxing, copying, printing, and scanning
  - ◇ Trained staff to help you with your job search and career choices
  - ◇ Assistance with writing resumes and cover letters
  - ◇ Hiring events for local employers
  - ◇ Information about training and education resources

- ◆ **Mapping out the Career Resource Center:** Engage in activities and explore the many resources available at the Vermont Department of Labor's Career Resource Center.
- ◆ **Effective Job Search Strategies:** Learn about various ways to job search.
- ◆ **Interest Assessment & Exploration:** Explore your interests through assessment and learn to utilize the results in planning next steps.
- ◆ **Utilizing your Network:** Learn about the power of effective networking. Gain strategies for using networking to reach your personal goals.
- ◆ **Exploring Local Resources:** Become familiar with a wide variety of local resources available to support community members.
- ◆ **Time Management:** Learn how the way you use and schedule your time affects job searching and your success at work.
- ◆ **Conflict Resolution:** Understand effective conflict resolution strategies in the workplace.
- ◆ **Work Place Success:** Prepare for a new job's "do's and don'ts"

*Are you an employer interested in holding a hiring event in our office? Please contact us at 802-885-2167 to set up a date and time!*

*Job Readiness is offered every Wednesday from 8:45 to 9:30 am.*

*All are welcome to attend! If you are interested in a specific topic, please give us call at 802-885-2167 to see when it will be featured.*

## DECEMBER 2016 CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 <b>Interview Workshop</b> 9:00-10:00 am	2	3
4	5	6 <b>Resume Workshop</b> 9:00-10:00 am	7 <b>Job Readiness</b> 8:45-9:30 am	8 <b>Interview Workshop</b> 9:00-10:00 am	9	10
11	12	13 <b>Resume Workshop</b> 9:00-10:00 am	14 <b>Job Readiness</b> 8:45-9:30 am <b>WIOA Orientation</b> 2:00-3:00 pm	15 <b>Interview Workshop</b> 9:00-10:00 am	16 <b>OFFICE OPENS AT 11:00 am</b>	17
18	19	20 <b>Resume Workshop</b> 9:00-10:00 am	21 <b>Job Readiness</b> 8:45-9:30 am	22 <b>Interview Workshop</b> 9:00-10:00 am	23 <b>Computer Basics</b> 10:00-11:00 am	24
25	26 <b>OFFICE CLOSED</b>	27 <b>Resume Workshop</b> 9:00-10:00 am	28 <b>Job Readiness</b> 8:45-9:30 am <b>WIOA Orientation</b> 2:00-3:00 pm	29 <b>Interview Workshop</b> 9:00-10:00 am	30	31

*Events listed are subject to change. Please call ahead of time if you plan on attending an event.*