

JUNE 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 to search for local jobs or build a resume



**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

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. Participants will gain the skills and knowledge 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!

THURSDAYS INTERVIEWING SKILLS 10:00-11:00 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

JUNE 8th & 22nd 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.

JUNE 15th WIOA ORIENTATION AT PARKS PLACE 2:00-3:00 pm

VDOL will be holding a special orientation this month for our Workforce Innovation & Opportunity Act at Parks Place, 44 School St Ext in Bellows Falls. If you're interested in attending this orientation, please call us at 802-885-2167 and specify that you'd like to sign up for the orientation at Parks Place.

JUNE 24th 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. The workshop begins with a presentation on computer basics and will conclude with an opportunity for participants to practice what they learned in the Resource Center with guidance from staff.

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

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

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!

THIS MONTH'S FEATURE: the Job Readiness Workshop

Job Readiness is a workshop offered weekly at VDOL that is designed to address the needs of jobseekers. We currently offer an eight week curriculum, covering a variety of topics. The eight week series is as follows:

1. **Mapping out the Career Resource Center** – Engage in activities and explore the many resources available at VDOL's Career Resource Center.
2. **Effective Job Search Strategies** – Learn about the various ways to conduct an effective job search.
3. **Interest Assessment & Exploration** – Explore your interests through assessment tools and learn how to utilize the results in planning your training and career next steps.
4. **Utilizing Your Network** – Learn about the power of effective networking. Gain strategies for using networking to reach your personal employment goals.
5. **Exploring Local Resources** – Become familiar with a wide variety of local resources available to support community members with their needs.
6. **Time Management** – Learn how the way you use and schedule your time effects your job search and success in the workplace.
7. **Conflict Resolution** – Understand effective conflict resolution strategies for the workplace.
8. **Workplace Success** – Prepare for the “do’s and don’ts” of a new job.

Job Readiness is held at 8:45 am in the Springfield Career Resource Center. If you're interested in a specific topic or would like to know which topic we are covering, call us at 802-885-2167. **All jobseekers are welcome to attend!**

JUNE 2016 CALENDAR

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

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