

★ Job Readiness ★

**Workshop Series – every Wednesday at the
Springfield Career Resource Center**

8:45 am – 9:30 am

All jobseekers are welcome!

This workshop series is an 8 week rotating schedule of the following topics:

- **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. Learn to utilize the results in planning your training and career 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 with reaching their health and career goals.
- **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't's"

Participants are welcome to attend individual topics of interest, or participate in the complete series. Pre-registration is suggested, but not required.

For further information please contact the Springfield Career Resource Center at 802-885-2167!