

Workshop Course Descriptions

Pima County Community Services One-Stop Career Center

Classes may be scheduled by calling:

Kino Service Center 243-6700 or Rio Nuevo 798-0500 8:00am - 5:00pm Monday - Friday

IMPORTANT: If you are unable to attend please call to cancel no later than 24 working hours before the workshop, so that your seat may be reassigned.

Employability Skills (ES)

2-day workshop; 7 hours each day - Necessary for all One-Stop Customers to identify and apply skills to applications, interviewing, resume writing, cover and thank you letters; creative job search, and job retention. [***This workshop is mandatory before attending Resume Writing and Career Exploration Workshops, also for all clients seeking training funds.***]

50+ Employability Skills: (ES 50+)

4 half-day workshop; 4 hours each day - Learn strategies to cope with age discrimination, disability, and other barriers - complete a job application and referral to an effective resume writing lab - market your skills and accomplishments - interview effectively - build a network - and more.

Computer Fundamentals for Employment Seekers (CF)

Taught in modules 4 hours each day

Computer Basics Skills – 4 hours (taught in ½ day) – An introduction to computers for those with little or no computer experience.

Introduction to Internet Job Search - 4 hours (taught in ½ day) - Practice online job search techniques using online applications, email, attaching documents, O'Net (an occupation information directory) and saving documents to the Flash Drive. [***Students must have experience in using a computer.***]

Microsoft Word and Excel Basics - 12 hours (taught over 3 half-days) – Learn keyboarding shortcuts, understanding computer hardware and software for MS Word and Excel. [***Students must have experience in using a computer.***]

An Equal Opportunity Employer/Program.

Auxiliary aids and services are available upon request to individuals with disabilities.

Effective 07/2013 djs

PESCO – Sage

3-hour assessment – Individual computerized occupational assessments; administered in a group setting to determine aptitudes including: general learning ability and vocational interests.

Resume Writing Lab (RS)

4-hour workshop – Customer will create a basic resume using WinWay computer software with the assistance of an Instructor. Customer will use a computer to type their work history, save and print their resume. [***Basic knowledge of employability skills and computer usage is the pre-requisite for this workshop.***]

Career Exploration (CE)

12-hour workshop - Focal point is on self assessments both manual and computer-based, looking at personal career options and labor market information. [***Employability Skills Workshop is the pre-requisite for this workshop.***]

Career Exploration for Veterans (CE-V)

7-hour workshop – Veterans will meet employers and service providers to gain insight into the current labor market and job opportunities and may examine their transferable skills from military experiences in relation to new career choices, explored through discussion and computerized assessments. [***Open to all Veterans.***]

Practice Interviewing (PI)

3.5 -hour workshop - Designed to teach the job seeker how to successfully present their skills, knowledge and abilities during the interview process. [***Taking the Employability Skills Workshop is strongly recommended as a pre-requisite.***]

Youth Employability Skills (YES)

During the summer months a 6-hour session offered under specified circumstances. Workshop includes introduction to skills, applications, resumes, cover letters, practice interviewing, thank you letters, dress for success, job retention, creative job search, and budgeting.