

## Also Offered

### Practice Interviewing

**4-hour seminar** – Designed to teach the job seeker how to successfully prepare and present themselves, their transferable skills, knowledge and abilities during the interview process. (“Identifying Your Skills” seminar is required.)

### Resume Writing Lab

**4-hour seminar** – Customer will create a functional resume using WinWay software to type their work history, save and print their resume. (Taking the “Identifying Your Skills” seminar is strongly recommended and basic keyboarding is required.)

### Pesco-sage Occupational Assessment

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

### Job Club

**3-hour seminar** – Job seekers meet employers and service providers to gain insight into the current labor market, related issues and job opportunities. They may examine their transferable skills in relation to new career choices through discussion and computerized assessments.

### Computer Fundamentals for Employment Seekers

*Each taught in modules 4 hours each day.*

**Computer Basics Skills** – An introduction to computers for those with little or no computer experience.

**Introduction to Internet Job Search** – Practice online job search techniques for online applications, email, attaching documents and saving documents. (Computer experience required.)

**Microsoft Word and Excel Basic** – (taken over three days) – learn computer and software for Word and Excel. (Computer experience required.)

### Classes may be scheduled by calling:

#### Kino Service Center

2797 E. Ajo Way, 520-724-7700

#### Rio Nuevo Center

340 N. Commerce Park Loop, 520-724-7650

#### Youth Employment One-Stop Center

2323 S. Park Ave., 520-724-9649

Pima County One-Stop Career Center is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities.



#### Board of Supervisors

Sharon Bronson, *Chair*, District 3

Ally Miller, Supervisor, District 1

Ramón Valadez, Supervisor, District 2

Raymond J. Carroll, Supervisor, District 4

Richard Elías, Supervisor, District 5

#### Pima County Administrator

Chuck Huckelberry



## Pima County One-Stop Career Center

# Seminar Descriptions 2015



# Quality Jobs • Qualified Workers

*"Great resourceful class. Helped me out tremendously!!!"*

## Introduction to One-Stop Services

Whether you are looking for work, changing careers, or exploring new career options, the Pima County One-Stop Career Center connects job seekers – youth, adults, veterans and laid-off workers – to a network of employment, training and educational programs in Pima County.

- **The Kino One-Stop Center** at 2797 E. Ajo Way assists workers who have been **laid off**.
- **All other job seekers** are served at the **Rio Nuevo One-Stop Center** in the Tortolita Building, 340 N. Commerce Park Loop.
- **Youth Employment One-Stop Center**, 2323 S. Park Ave., serves age 14-21 (will serve ages 14-24 after July 1, 2015)

*These classes will enhance your job search skills.*

## Pre-employment Seminars

(Basic computer knowledge is required.)

### Introduction to One-Stop Services

**1-hour orientation** – Learn about One-Stop services such as Job Search Assistance, Career Counseling, Funding for Training, Job Readiness Seminars, Employer Recruitments, Veterans' Priority of Service and more. This seminar is **MANDATORY** for all clients seeking One-Stop services.

### Identifying Your Skills

**5-day seminar; 7.5 hours each day** – Necessary for all One-Stop customers to identify transferable skills as applied to applications, interviewing, resume writing, cover and thank-you letters, creative job search, and job retention. (Formerly "Employability Skills")

### Identifying Your Skills for 50+

**4-day seminar; 4 hours each day** – Learn strategies to cope with age discrimination, disability and other barriers. Discover new methods in completing a job application, resume writing, marketing your skills and accomplishments along with effective interviewing, building a network and more. (Formerly "Employability Skills for 50+")

### Succeed at Work

**1 day; 7-hour seminar** – Addressing the soft skills employers look for in a successful employee.

### Career Exploration

**10-hour seminar** – Examining personal career options through manual and computer-based self-assessments, also reviews labor market information. (Taking the "Identifying Your Skills" seminar is required.)

