

PUEBLO WORKS...
 jump start your job search!

You are
 scheduled
 for:

APPLICATION WORKSHOP

This workshop will teach you how to get your job search off to a good start by turning in an appropriate application. You will learn how to think like an employer and get to the next step.

INTERVIEWING WORKSHOP

You will learn: Types of Interviews, 5 phases of the interview, creating a 2 minute career commercial, interviewing do's and don'ts, talking about wages, appropriate dress for an interview.

EMPLOYER EXPECTATIONS

Learn about what employers really look for and expect in their employees as well as practical tips on how to keep and be successful in a job.

JOB SEARCH WORKSHOP

The Job Search Workshop will give you an understanding of different methods of job search as well as the ability to target specific occupations.

RESUME WORKSHOP

This workshop will assist you in creating a resume. You will learn the types of resumes, common mistakes, and the five top resume tips.

**BASIC and ADVANCED
 COMPUTER LITERACY**

Attendees will develop a fundamental understanding of computer components. Attendees will be introduced to basic computer/software operations.

In the Advanced workshop you will learn to navigate the internet and set up an email account.

OPEN COMPUTER LAB

Mousercise Mouse Remediation/Practice
 BBC-Computer Tutor Instruction. Video
 Professor-Learn Microsoft Products. Mavis
 Beacon-Learn and practice keyboarding skills.
 Key Train-Use a comprehensive learning
 system for common skills required by all jobs.
 Win-Way Resume software, Pueblo Workforce
 Center Courtesy Application

For re-scheduling. Call us at 719-562-3731.

Workshop Weekly Schedule

THURSDAY OF EVERY WEEK

JOB SEARCH	8:30 a.m. - 9:30 a.m.
APPLICATION	10:00 a.m. - 11:00 a.m.
RESUME	11:30 a.m. - 12:30 p.m.
INTERVIEWING	1:30 p.m. - 3:00 p.m.
EMPLOYER EXPECTATIONS/ JOB RETENTION	3:30 p.m. - 4:30 p.m.
OPEN COMPUTER LAB	1:00 p.m. - 4:30 p.m.

MONDAY AND FRIDAY OF EVERY WEEK

<input type="checkbox"/> BASIC COMPUTER	Monday 2:00 p.m. - 4:00 p.m.
<input type="checkbox"/> ADVANCED COMPUTER	Friday 2:00 p.m. - 4:00 p.m.

Schedules subject to change - Please register with the Workforce Center. Ask any staff member to assist with signing up for each workshop.
 Pueblo Workforce Center located - 212 W. 3rd St, Pueblo, Colorado.

Equal Employment Opportunity Program. Auxiliary Aides available if needed.

**FREE PARKING AVAILABLE 1 BLOCK PAST THE WORKFORCE CENTER AT 3RD & GRAND.
 ACROSS THE STREET FROM THE CITY COVERED PARKING GARAGE.**

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