WORKSHOP DESCRIPTIONS & COMPUTER LAB

Career Development Workshop I
This session provides you with an overview what to consider when making career decisions or looking for employment. You will learn how to use the Center resources and tools available through our website (www.columbiagreenworks.org) including jobs in demand, wage data, sites to research companies, job search sites, civil service and more!

Career Development Workshop II
This session is designed to assist you with making informed career choices through the use of Job Zone. You will access career planning information by clarifying your interests, and evaluating your educational background, abilities, and work experience to determine the skills you have that all employers will value, no matter what the occupation.

Get Connected Workshop
You need to know computer basics to conduct a job search in this century. You will learn to use a computer mouse, get an email address, complete an on-line form, and copy/paste information. You must be able to highlight/copy/paste without assistance before moving on to the Word workshop.

Google Docs
You need a Gmail account for this workshop! Learn how to maximize your Gmail account, with a focus on the Docs tool, which supports word processing and does not require Microsoft Word. Files are saved on your Gmail account and are accessible anywhere you can get Gmail. Attendees must have completed the Word workshop.

Internet Job Search
Learn how to find job leads on line and become familiar with using a variety of search sites.

Interview Workshop
Learn how to practice and handle interview questions at a level above simply reciting career goals, previous experience and education. Develop strategies for fine-tuning your interview answers.

Introduction to USA Jobs
The federal government offers a variety of positions through the USA Jobs website, learn tips to apply and how to best navigate the system. Some positions include airport screeners, parks, border patrol and many more!

Resume Workshop
Learn various types of resumes along with the requirements of a quality resume that focuses on skills and accomplishments. Follow up includes email feedback and/or individual appointments.

Microsoft Word 2013
Learn the basics of Word so you can format your resume and cover letter. Learn to save/attach files and utilize many tools under the Font, Paragraph, Table, Layout and Review options. (Note the prerequisite info under the Get Connected Workshop.)

Networking for Professionals
Learn from others & share your experiences! This is an informal group that will have the opportunity to discuss their job search, learn tips, how to handle tricky interviews, find leads, vent and gain support!

Social Media Workshop
This workshop will demonstrate how to utilize Social Media tools in your job search. The main focus will include Linked In, as well as using Facebook and Twitter to find job leads.

E-Learning Computer Lab
Let staff help you use Metrix Learning and other on-line training/assessment systems. Use the lab time to complete courses, practice pre-hire assessment tests, get answers to questions about using the system or the courses you are taking, and/or work with staff to set up a learning plan that meets your goals. Metrix can be a useful tool for career changers, people looking to advance in their field, or people who want to be able to prove their skills on job interviews. (The Resource Room computers are also available Monday – Friday for using Metrix Learning.)

Please call us to reschedule at (518) 828-4181 ext. 5510 if you are unable to attend.
NOTE: Workshops are cancelled anytime the college is closed. Check typical media sources for school closures/delays.