

How To Get A Job And Keep It

Preparing for Your Career Success: A Seminar for Education and Employment

Tuesday, March 31, 2015 From 8AM – 2PM

Community College of Allegheny County – South Campus

Building B, 4th Floor Commons Area

1750 Clairton Road, West Mifflin, PA 15122

Sponsored by:

Citizens Bank

The Mon Valley Providers Council's

Working Group on Employment and Training

Hosted by: Community College of Allegheny County – South Campus

The event is FREE; however pre-registration by Tuesday, March 17, 2015 is required. To ensure ample space is available, registration is limited to the first 150 participants. We will make every effort to accommodate your workshop selections, however we may have to make adjustments based on registration and seating. (See Registration Form on Second Page)

8:00AM Registration and Breakfast

8:25AM Welcome

8:30AM Keynote Speaker: DeWitt Walton, Assistant to the International President, United Steelworkers; Program Director, Pittsburgh A. Phillip Randolph Institute

9:00AM to 9:45AM 1. Job Search / Start Smart (Only Offered Once)

Are you recently laid off or new to the job search? Hear some great advice and time saving tips on how to start your job search.

2. Networking and Social Media for Employment

How to use the internet to your advantage in the modern workforce. Understand new technology and ways to find job opportunities by utilizing resources such as online job sites, Twitter and Facebook. Also, begin to understand the risks involved with internet usage.

3. How to Target Resumes and Cover Letters for Specific Jobs (Only Offered Once)

Learn how to craft a resume that matches your education and experience to the job you want.

4. Finding Employment with Little or No Experience (Only Offered Once)

Learn how to land your first job and effectively market your qualifications to employers.

5. Professional Wardrobe on a Budget (Only Offered Once)

Tips on where to shop and how to create a wardrobe on a budget.

10:00AM to 10:45 AM 1. Winning Interview Tips – Part 1 of 2

How to handle phone interviews, personality tests, and the ins and outs of interviewing for your next job or promotion.

This workshop continues to part 2 in the 11:00-11:45 time slot.

2. Meeting and Exceeding Employer Expectations

Learn what employers expect from employees, how to be professional, and how to interpret these expectations in order to maintain your current position and prepare for potential future positions.

3. Where are the Jobs and the Training to Prepare you for Them? (Only Offered Once)

Learn about the jobs that are in demand in this area and what level of education and experience is required, and training programs available for these jobs.

4. Networking and Social Media for Employment

How to use the internet to your advantage in the modern workforce. Understand new technology and ways to find job opportunities by utilizing resources such as online job sites, Twitter and Facebook. Also, begin to understand the risks involved with internet usage.

11:00AM
to 11:45AM

1. Winning Interview Tips – Part 2 of 2

Limited opportunity for mock interviews. **This workshop is an extension of part 1. You must have attended part 1 to attend part 2.**

2. Meeting and Exceeding Employer Expectations

Learn what employers expect from employees, how to be professional, and how to utilize these expectations in order to maintain your current position and prepare for potential future positions.

3. Applications and Interviewing for those with Criminal Backgrounds (Only Offered Once)

Learn how to create a resume, draft a letter of explanation and answer questions during the interview process if you have a criminal background.

4. Credit and Employment (Only Offered Once)

Understand the credit system and how this may impact employment. Learn how to take control of finances and improve credit.

12:00PM
To 12:45

Lunch

1:00PM

Panel Discussion

This Panel Discussion will give attendees an opportunity to hear from local businesses about hiring practices and ask employment related questions.

Registration Information

Due to the volume of participants and limited number of seating we ask that you make a first and second choice workshop for each time slot. In the spaces below, indicate the number of the workshops you would like to attend.
(Example: 9:00 1 / 3)

Name: _____

Phone Number: _____

Age: under 17 : 18 – 21 : 22 – 35 : 36 - 45: 46- 55: 56+

Email: _____

Please check one: Service Provider: _____ Job Seeker: _____

9:00 / 10:00 / 11:00 /
First Choice Second Choice First Choice Second Choice First Choice Second Choice

Return this registration form by **March 17, 2015** to: Mallory Clark, mclark@hsc-mvpc.org
or by fax to 412-829-4363. Call 412-829-7112 for more information.