

FREE!

# Earn a Certificate Recognized by Local Businesses

- Interact with local business leaders.
- Build relationships to help you accomplish your goals.
- Develop technology skills.
- This program is **free** and open to the community!
- Translation and child care provided\*

Registration preferred by August 10, 2016

Call 760.934.0031 or email

tnguyen@monocoe.org or

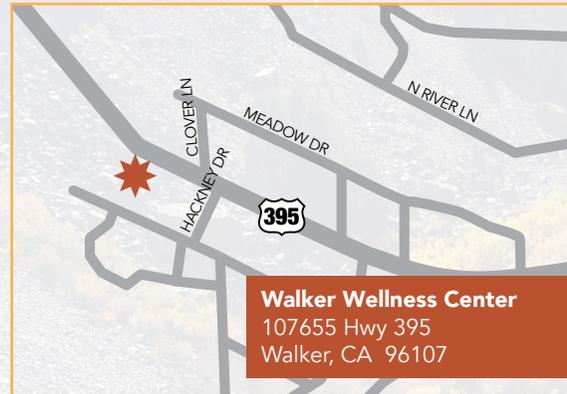
dschnadt@monocoe.org

*\*Child care and language translation services will be provided free of charge with advance notice. Call to arrange.*

*\*Cuidado de niños y servicio de idioma seran ofrecidos sin costo, con aviso previo. Por favor llamen si estan interesados.*



**Two locations available:**  
Mammoth Lakes & Walker/Coleville



Mono County Office of Education  
 Mono County Department of Social Services  
 Phone: 760.934.0031  
 E-mail: tnguyen@monocoe.org / dschnadt@monocoe.org

# Workforce Education & Certificate Program



# Plan. Practice. Succeed.

*Make a career plan.*

*Update your skills.*

*Improve your communication effectiveness.*

The Mono County Office of Education and Mono County Department of Social Services are teaming up to create a series of trainings to help you focus on your strengths and learn new skills.

You may attend all of these modules or select them individually based on your interests. A certificate is earned if all modules are completed.

Training will be interactive, engaging and open to everyone. Come spend some time meeting new people and learning new skills.



## **Module 1** *Career Development*

- Explore Strengths
- Set Goals
- Discover Options
- Create a Plan

## **Module 2** *Job Search and Resumé*

- Develop Networking Skills
- Explore Job Search Tools
- Create a Strong Resumé
- Learn to Make Resources Work For You

## **Module 3** *Interviews*

- Learn Appropriate Attire
- Practice Confidence
- Learn How to Focus on Your Strengths
- Improve Communication Skills

## **Module 4** *Professionalism*

- Improve Customer Service Skills
- Practice Conflict Management
- Set Priorities
- Focus on Your Goals

## **Wednesday Sessions** *Mammoth Lakes Library* 1:00-4:30PM

August 24 – Module 1  
September 7 – Module 2  
September 14 – Module 3  
September 21 – Module 4

## **Thursday Sessions** *Walker Wellness Center* 1:00-4:30PM

August 25 – Module 1  
September 8 – Module 2  
September 15 – Module 3  
September 22 – Module 4

## **Saturday Sessions** *Mammoth Lakes Library* 1:00-4:30PM

August 27 – Module 1  
September 10 – Module 2  
September 17 – Module 3  
September 24 – Module 4

*See back for location maps.*

Technology skills practiced in all modules.

A certificate is earned if all modules are completed. Classes will be completed by October 1<sup>st</sup> for the Job Fair.

**FREE - Mammoth Lakes Job Fair**  
October 1, 2016 at The Westin Monache Resort, Mammoth Lakes  
1:00-4:00PM  
(Meet and Greet begins at 4:00PM)