

Fall 2009 Career & Job Development Center General Workshop Schedule*

For more information contact the Career Center at (323)953-4000 X2210

***NO NEED FOR SIGN-UPS, JUST SHOW UP**

Date	Location	Time		Topic	Description
M -- 9/21	AD 201	5-6:00		When and How to Make a Career Decision	Focus will be placed on the timing and ways to go about making important Career decisions. *** Designed for students who have not previously made an appointment with the Career Center***
T-- 9/22 T - 9/29 T -- 10/13 T -- 10/27	AD 109 AD 109 AD 109 AD 109	1-2:00 2-3:00 1-2:00 2-3:00		Obtain a PAID Internship with LACCD Interns Program	This one hour workshop will inform you about topics such as internship search, on-the-job conduct, how to connect internships to possible career opportunities, workforce skills employers are seeking, etc.
M -- 9/28 M -- 9/28	AD 201 AD 201	2-3:00 5-6:00		What Career Color Are You?	This is a True Colors workshop that will enable you to learn more about the Career suggested to you based on your personality traits.
TH - 10/08 M - 10/12	AD 201 AD 201	1-2:00 5-6:00		EUREKA as A Tool for Your Success!	Learn about the valuable computerized career program called EUREKA. Come learn how to use the program to make your career search more effective and successful.
M - 10/19 M -- 10/19	AD 201 AD 201	2-3:00 5-6:00		An Introduction to Discover	Discover© is a computerized career assessment program that also provides research material for you to further investigate your recommended career areas.
T -- 10/20 M -- 10/26	AD 201 AD 201	1-2:00 5-6:00		Writing a Winning Resume	Learn how to develop a personal resume that will guarantee you an interview. Learn about what employers are looking for when they review your resume.
T - 11/3 TH-- 11/5 M -- 11/09	AD 201 AD 201 AD 201	1-2:00 1-2:00 5-6:00		Effective Interviewing Skills/Preparation	Do you know what to say and how to say it? Learn how to provide an impressive interview so as to increase the likelihood of you getting that job!
M - 11/16 M - 11/16	AD 201 AD 201	1-2:00 5-6:00		Setting and Accomplishing Career Goals	Learn more about the steps you can begin to take in order to effectively map out your career goals today. Learn more about the S.M.A.R.T. way of goal development.
W - 11/4	AD 201	1-2:00		Matching your Personality Type to A Possible Career (Holland)	Discover what types of Careers would suit your personality type the best. This workshop utilizes Holland's career theory to assist you to find that special career!
T -- 12/8 M -- 12/14	AD 201 AD 201	1-2:00 5-6:00		Time Management as a Career Virtue	Have you had trouble managing time in the past? Learn how to effectively use time in your favor