

# December 2018 Workshop Schedule



Workshop Topics	Day	Date	Time
<p><b>Resumes Reimagined</b></p> <p>Resumes have changed a lot over the years...are you up to date with what employers are looking for? Join us to discover how to customize your resume for a modern job search and highlight your skills to make you stand out as THE sought-after candidate! <i>2.5 hour workshop</i></p>	Thurs	12/6	9:30 AM
	Tues	12/18	1:00 PM
<p><b>Rock Your Next Interview!</b></p> <p>Need to brush up on your interviewing skills? Want to know what employers are asking these days and what they're looking for in a response? Sign up and learn how to prepare for and take the stress out of your next interview. <i>2 hour workshop</i></p>	Wed	12/5	9:30 AM
	Thurs	12/20	1:00 PM
<p><b>Leverage Your LinkedIn</b></p> <p>LinkedIn is the world's largest professional social media platform, filled with millions of people waiting to connect! In this workshop, you'll learn how to optimize your profile and use the system like a pro. From joining groups to searching jobs, we'll cover it all! <i>2 hour workshop</i></p>	Tues	12/11	1:00 PM
<p><b>A Career to Last a Lifetime</b></p> <p>Training for a new career and/or changing careers is risky business. If you are thinking about a career change, let us help you lessen the risk by building a successful road map to navigate your way. <i>2 hour workshop</i></p>	Wed	12/19	9:30 AM
<p><b>Take Your Job Search Social</b></p> <p>Facebook and Twitter are great platforms to find jobs and showcase your industry expertise! Don't believe me? Come see how these social media sites can expand your job search and help position you as a top contributor in your field. <i>**Note: You need to know how to navigate FB in a general sense before you take this course. 2 hour workshop</i></p>	Fri	12/14	1:00 PM
<p><b>Generating Advantage Through Branding</b></p> <p>Personal branding is a marketing strategy focused on your most important product: you! It's not enough to create a LinkedIn profile and hope for the best. A lot of thought and work goes into creating and maintaining a personal brand. Join this session and learn the steps to a successful branding strategy today! <i>1.5 hour workshop</i></p>	Mon	12/10	9:30 AM
<p><b>Empowering Baby Boomers</b></p> <p>Boomers grew up at a time of dramatic social change from 1946-1964. This workshop is designed specifically for them, focusing on job search techniques, strategies, and the unique life experiences that make them who they are. <i>2 hour workshop</i></p>	Wed	12/12	1:30 PM
<p><b>LinkedIn Profile Picture Day!</b></p> <p><b>Need help taking a professional profile shot? We can help! Come in and have us take your photo for you . We will also help you upload your photo to your LinkedIn profile and email it to you.</b></p>	Call Janette to set up an individual appointment: (248) 823-5137		
<p><i>*We reserve the right to cancel any workshop when there are less than 6 people registered. If you are unable to attend your scheduled workshop, please contact the center at 248-823-5101 to cancel your reservation.</i></p> <p><i>When the Troy School District is closed due to inclement weather, please call ahead to make sure the office is open and your workshop has not been cancelled.</i></p>			

You MUST register with a valid email address for our events/workshops at [www.TroyMichiganWorks.com](http://www.TroyMichiganWorks.com)