

## ORIENTATIONS:

### KCJI ORIENTATION

The King County Jobs Initiative (KCJI) provides 2<sup>nd</sup> Chance and Reentry Employment Services and resources to people who are currently involved with (or have been in the past) with the criminal justice system prepare for and find quality sustainable employment. A wide range of assistance is available. Come to orientation to learn more about the program, eligibility, and enrollment. Minimum requirements are to be receiving food assistance from DSHS and any kind of a criminal justice record.

**Monday** 7/1 11:00AM – 12:00PM

### HEP Orientation

The Homeless Employment Program (HEP) is an Employment program for folks who are experiencing Homelessness. Some of the assistance includes Job search, Resume help, Interview skills, money management, housing search and some support services

**Tuesdays** Every Week 10:00AM – 11:00AM

### SEAP (Self-Employment Information Session)

Thinking about self-employment or starting a business? The Self-Employment Assistance Program (SEAP) can help you with Self Employment Training (SET), receive business coaching/counseling, develop a business plan, and identify resources available to help your business, an overview of financing options, while continuing to receive your weekly unemployment benefits while in the SEAP program.

**Fridays** 7/8 & 7/24 10:00AM – 11:30AM

### CAT/TB Orientation

Are you receiving Unemployment Insurance benefits and considering enrolling in some additional training to enhance your skills or to change your career path? If so, you will need to apply for Commissioner-Approved Training (CAT) and/or Training Benefits (TB). This workshop will guide you through the requirements, processes, and research needed to submit an application. **Offered at Seattle Central College room # 5102**

**Thursdays** Every Week 2:00PM – 3:30PM

## JOB CLUBS:

### Career Coach Job Club

Career Coach Job Club is a group of job seekers looking to positively impact their employment options by becoming empowered with "Job Readiness Trainings". These trainings are centered on an online job search tool called "Career Coach". Career Coach is a tool that will provide career advice by providing the most current information on wages, employment options as well as education and training opportunities. In effort to maximize potentials, we ask that job seekers planning to attend gather work history for past 10 years *prior* to attendance as resumes **will** be constructed and edited.

**Friday** 7/19 2:30PM – 3:30PM

## INTRODUCTION TO COMPUTERS:

### Computer Assisted Job Search

Need tools and assistance to conduct an effective job search? Attend this lab if you want assistance setting up an email account, learning where to apply online, completing an online application, converting your resume to TEXT only, posting your resume online, and want info about career exploration tools. Must have basic computer skills.

**Tuesdays** 7/23 2:00PM - 3:30PM

### Beginning Internet

This class will teach you how to use the Internet for job search purposes. No computer experience necessary, however Keyboarding & Mouse class highly encouraged as a pre-requisite

**Wednesday** 7/10 & 7/22 10:30AM – 12:30AM

### Beginning PC Skills

Are you new to computers? Want to improve your typing speed? Need to learn how to manipulate a computer and learn to create your first document, then this is the class for you! In this session, you will also work with one of our computer tutorials to help you gain speed and confidence on a computer. All levels are welcome

**Tuesdays** 7/9 2:00AM – 3:30PM

## JOB SEARCH TOOLS:

### Mock Interview

You might have the best résumé ever, but if you do not interview well, it will not matter. Being able to handle a job interview is a necessity for any job seeker. In this workshop, you will learn valuable interviewing tips and have the chance to practice frequently in a supportive and realistic environment

**Monday** 7/15 11:00AM – 12:00PM

### Resume Critique

This workshop provides resume critique and assistance from an employment specialist. Must have an electronic version of your resume, either on a flash drive or as an email attachment or in the body of the email. Must have two job descriptions of jobs you want to apply to. Limit 8 people per workshop.

**Monday** 7/29 11:00AM – 12:00PM

### Resume & Cover Letters

Do you have a resume and cover letters that gives you results? This workshop will help give your resume and cover letter that boost to get the job you want! Creating such a powerful document is what this workshop teaches. How do I write a compelling cover letter? At the end of the class, you will be prepared to write your own cover letter and resume with confidence. Basic computer skills and or typing experience needed/preferred.

**Thursday** 7/25 2:00PM – 3:30PM

### Women's Worth & Rights in the Workplace:

Job seekers and low-wage workers, especially women of color, face numerous barriers to evaluating their economic worth during their job search and in accessing justice on the job. This free workshop will provide tips and tools for effectively evaluating your worth, negotiation power, and will also cover local, state, and federal labor standards and what do when your rights at work are violated.

**Thursday** 7/18 10:00AM – 1:00PM

### Interview Skills

Need to brush up on your interviewing skills? In this workshop, you will practice responding to typical interview questions and begin the necessary preparation to ace a job interview.

**Fridays** 7/8/12 & 7/26 12:30PM – 2:00PM

## OTHER SERVICES:

### Express Credit Union

Frustrated by the way banks treat you? Tired of paying for check cashing and payday loan fees? Need checking and savings accounts that work for you? Then check out Express—made up of members just like you! Express Credit Union offers Free Check Cashing, Checking & Savings Accounts, Fair Rates on Loans and Low-cost Money Transfers. To sign up come to the WorkSource affiliate Downtown directly.

**Wednesdays** Every week 10:00AM – 2:00PM

 **Please call (206) 436 - 8600 or sign up at the front desk if you are interested in attending these sessions \*\***

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