

Mon	Tue	Wed	Thu	Fri
<b>2</b> <b>10-11:30a Professional Communication</b> (Conflict resolution)  ===== <b>2-3:30p Completing State of Texas Applications</b> (How to increase chances of getting an interview for a State job) 	<b>3</b>   ===== <b>4-5p Youth Career Fair Prep and Resume Assistance</b>	<b>4</b> <b>10-11:30a Money Management</b> (Budgeting, saving, expenses, tax credits)  ===== <b>2-4p Writing and Formatting Resumes with ResumeHero</b> 	<b>5</b> 	<b>6</b> <b>10-11:30a Preparing for Long-Term Success</b> (Goal-setting, back up plans)  
<b>9</b> <b>10-11:30a Foundations of Job Search</b> (Hidden jobs, Self-Sufficiency)  ===== <b>2-3:30p Using Linked In to Find a Job</b> 	<b>10</b>   ===== <b>4-5p Youth Career Fair Prep and Resume Assistance</b>	<b>11</b> <b>10-11:30a Self Reflection</b> (Rules of success, Assess your skills and values)  ===== <b>2-4p Writing and Formatting Resumes with ResumeHero</b> 	<b>12</b>   ===== <b>2-3:30p Marketing Yourself</b> (First Impressions, Job Applications)	<b>13</b> <b>10-11:30a Professional Networking</b> (Use Networking to Help in Your Job Search) <i>Small Conference Room</i> =====
<b>16</b> <b>10-11:30a Planning for Interview Success</b> (Dress, fears, How to answer questions)  =====	<b>17</b>   ===== <b>4-5p Youth Career Fair Prep and Resume Assistance</b>	<b>18</b> Bastrop High & Cedar Creek High <b>Youth Career Day</b> Wilhelm Performing Arts Center <b>1401 Cedar St, Bastrop</b> <b>9am - 12pm</b>  BastropYouthCareerDay.com 512.303.0558	<b>19</b> 	<b>20</b> <b>10a-12p Professional Communication</b> (Conflict resolution)  =====
<b>23</b> <b>10a-11:30a Money Management</b> (Budgeting, saving, expenses, tax credits)  ===== <b>2-3:30p Improving Your Work in Texas Job Matches</b> 	<b>24</b> <p style="text-align: center;">KEEP GOING, YOU ARE GETTING THERE.</p>	<b>25</b> <b>10-11:30a Preparing for Long-Term Success</b> (Goal-setting, having a back up plan)  ===== <b>2-4p Writing and Formatting Resumes with ResumeHero</b> 	<b>26</b>   ===== <b>2-3:30p Succeeding on the Job</b> (Adjusting to new job, excellent customer service)	<b>27</b> 
<b>30</b> <b>Office Closed for Observance of Memorial Day</b> 	<b>31</b>   ===== <b>2-3:30p Foundations of Job Search</b> (Hidden jobs, Self-Sufficiency)	<b>1</b>   ===== <b>2-4p Writing and Formatting Resumes with ResumeHero (ResumePro)</b> 	<div style="border: 2px solid #8B0000; padding: 10px; text-align: center;"> <p><i>*Schedule is subject to change.*</i></p> <p><b>Call 512.303.3916 prior to attending to confirm schedule.</b></p> </div>	

# Workshop Descriptions

## RoadMaps to Success

**Session 1: Foundations of Job Search** - Manage your job search to take advantage of the 75% of jobs that are not advertised. Find out about demand occupations, the five principles of self-sufficiency and how to overcome barriers.

**Session 2: Self-Reflection** - Explore the three rules of success and assess your skills and values to determine what job is right for you.

**Session 3: Marketing Yourself** - Learn the importance of making a good first impression in everything related to the job search, including filling out applications. Steps to writing a resume and cover letter also will be included.

**Session 4: Professional Networking** - Networking is an essential part of the job search. Use the REACH Communication Model to contact people through LinkedIn and other social media sites. Learn the benefits of contacting employers directly.

**Session 5: Planning for Interviewing Success** - Preparation is the key to acing a job interview. Learn how to dress, overcome fears, anticipate common questions and close an interview. Information on writing a thank-you letter included.

**Session 6: Practicing and Perfecting Interviewing Skills** - Participants will practice responses to common interview questions. Tips on how to provide information about achievements and answer curve-ball questions.

**Session 7: Professional Communication** - Assess your conflict style so you will be more successful in keeping the peace.

**Session 8: Money Management** - Track your expenses to find out how to develop a budget and save money. Learn about tax credits for people who work.

**Session 9: Preparing for Long-Term Success** - Successful people set goals and invest time wisely. Find out how to plan for a rainy day and rely on inner strengths to overcome obstacles.

**Session 10: Succeeding on the Job** - Job success often involves providing excellent customer service. Learn appropriate body language and how to communicate effectively in person and by telephone. Ways to conquer the "new job blues".

## Additional Workshops

### Writing & Formatting Resumes Using



**ResumeHERO** - Dos & Don'ts of modern Resumes.  
Customize your resume for different jobs and increase your chance of getting an interview.

### Improve Your WorkInTexas

**Matches** - Fine tune your WIT profile and receive portfolio tips to receive better job matches.



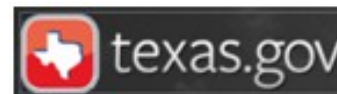
### Using LinkedIn to Find a Job -

Participants will receive an overview of strategies, tips and techniques for effectively using LinkedIn as a job search tool.



### Completing State of Texas

**Applications** - Information on how to fill out State of Texas Employment Applications and address the "Knowledge, Skills and Abilities" of the job posting to maximize point score on your application and increase the likelihood of getting an interview.



**Questions? Contact Liz Price at**  
[elizabeth.price@ruralcapital.net](mailto:elizabeth.price@ruralcapital.net)

## Special Event for Youth!

### Youth Career Fair Preparation and Resume Assistance

Each Tuesday at 4pm through May 17, we are offering help in a workshop for high school youth preparing for the **Bastrop Youth Career Day on May 18th**. Learn to create your first resume and ask questions about job search, interviewing or any other related topics!

