



## PROJECT HIRE TRAINING OPPORTUNITIES

### **Paving the Way to Career Growth**

In this training you will identify actions you can take while still at your current job to prepare you for new opportunities, long- and short-term. You will learn:

- 1) Understanding your career path and finding new possibilities: Job skills - understanding your strengths and transferrable skills; Market conditions - examining the current market; Where you fit in today's market; and Setting long term & short term goals.
- 2) Actions you can take now (while still at your current job): Understanding new ways to job search and find job leads - social media, - social networking, - do you still need online job boards?, - other channels. Start networking - online, - offline.
- 3) Hands-on LinkedIn Workshop: create an account if you don't have one yet; optimize your professional profile; add connections and recommendations; and start professional networking.

- **Date(s) Available:** November 9, 8:30am – 12:00pm / December 1, 1:00pm 4:00pm

### **Interviewing Skills**

Do job interviews make you nervous? Want to learn how to control the jitters before your next interview? This class provides the tools to prepare for a successful job interview. Through class instruction, exercises, practice, and mock interviews, you will learn how to answer interview questions with clarity and confidence. As an added bonus, you'll learn how to answer "Tell me about yourself" and why that question is asked so often. You will learn: How to do a self-assessment to help you identify and articulate your skills; What traits, skills, and attributes employers look for in job applicants; How to research and prepare for an interview; How to organize your answers to show how your skills & abilities relate to the job and why you would be an asset to the organization; How pre-interview practice sessions can sharpen your skills.

- **Date(s) Available:** November 19, 9:00am – 4:00pm / December 13, 9:00am – 4:00pm

### **Resume Writing**

Want to learn the latest, up-to-date techniques on how to write effective resumes and cover letters? In this half day session, participants receive a comprehensive toolkit, complete with written instructions, examples of good online and hard copy resumes, word lists, a workbook on how to use keywords, tips to writing accomplishment statements. You'll also learn tips on how to format your resume and cover letter for both online applications and hard copy submittals.

You will learn: How to draft and finalize resumes and cover letters that are clear, concise, and easy to read. How to write strong skill summaries, skill-set bullets and key words. How to write statements of accomplishment. Techniques to write resumes that are compatible with electronic and online formats for positions inside or outside the City.

- **Date(s) Available:** November 15, 9:00am – 12:00pm / December 9, 9:00am – 4:00pm

### **\*REGISTRATION\***

**Project Hire Employee(s):** Log onto Employee Self Service to self register <https://wald1.seattle.gov/dea/hris/LogOn/LogOn/>

**Employee(s) on Layoff Status:** Email [training@seattle.gov](mailto:training@seattle.gov) your name/employee ID and preferred training topic. If the training has more than one date to choose from, include the date/time. Upon receipt of training request an email confirmation will be sent to you with the training logistics.