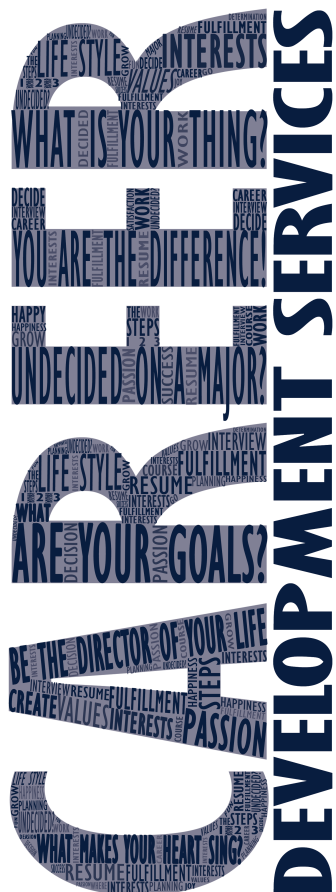


# 2016 CAREER DEVELOPMENT SERVICES FALL WORKSHOPS



<b>August 31st</b>	<b>2-3pm</b>	<b>Self-Care</b>
<b>September 1st</b>	<b>3-4pm</b>	<b>Deciding on Your Career</b>
<b>September 2nd</b>	<b>10-11am</b>	<b>Drop-In Resume Review</b>
<b>September 7th</b>	<b>3-4:30pm</b>	<b>Career Vision Boards</b>
<b>September 8th</b>	<b>3-4pm</b>	<b>Cover Letter and Resume Development</b>
<b>September 14th</b>	<b>2-3pm</b>	<b>Effective Body Language</b>
<b>September 15th</b>	<b>3-4pm</b>	<b>First Impressions and Interviewing Skills</b>
<b>September 22nd</b>	<b>3-4pm</b>	<b>Deciding On Your Career</b>
<b>September 28th</b>	<b>3-4pm</b>	<b>Climb Your Career Ladder</b>
<b>September 29th</b>	<b>3-4pm</b>	<b>Work-Life Balance</b>
<b>October 6th</b>	<b>3-4pm</b>	<b>Deciding On Your Career</b>
<b>October 7th</b>	<b>10-11am</b>	<b>Drop-In Resume Review</b>
<b>October 12th</b>	<b>3-4:30pm</b>	<b>Follow Your Inner Hero</b>
<b>October 13th</b>	<b>3-4pm</b>	<b>Career Vision Boards</b>
<b>October 19th</b>	<b>2-3pm</b>	<b>Self-Care</b>
<b>October 20th</b>	<b>3-4pm</b>	<b>Cover Letter and Resume Development</b>
<b>October 21st</b>	<b>10-11am</b>	<b>Drop-In Resume Review</b>
<b>November 3rd</b>	<b>3-4pm</b>	<b>Deciding On Your Career</b>
<b>November 4th</b>	<b>10-11am</b>	<b>Drop-In Resume Review</b>
<b>November 9th</b>	<b>3-4pm</b>	<b>Climb Your Career Ladder</b>
<b>November 10th</b>	<b>3-4pm</b>	<b>First Impressions and Interviewing Skills</b>
<b>December 1st</b>	<b>3-4pm</b>	<b>Deciding On Your Career</b>
<b>December 7th</b>	<b>2-3pm</b>	<b>Career Vision Boards</b>
<b>December 8th</b>	<b>3-4pm</b>	<b>Work-Life Balance</b>

## WORKSHOP DESCRIPTIONS

## LOCATION

Bertolini, 3rd floor, Room 4875

### Career Vision Board

Come and create a "vision board" to assist you in visualizing your career goals, and plan for your life. What you visualize, you can materialize.

### Climb Your Career Ladder

Learn what skills are necessary to achieve success on the job and continue to grow and climb the career ladder.

### Cover Letter and Resume Development

Learn current best practices to prepare important marketing tools - your resume and cover letter.

### Deciding on Your Career:

#### Identifying Interests and Preferences

Explore the resources available at Career Development Services while investigating your values, personality type, work preferences and conditions. Learn which careers suit you.

### Drop-In Resume Review

Compare your resume to our resume checklist. You may bring a resume for a brief critique.

### Effective Body Language

Human Resource managers notice more than what you say during an interview. Learn how to create a positive professional and personal first impression through non-verbal communication.

### First Impressions and Interviewing Skills

Learn how to present yourself with confidence and dress for a successful impression. This interactive seminar teaches you how to prepare for tough interview questions and convince potential employers that you are the person for the job.

### Follow Your Inner Hero

You will be introduced to a personality tool that is a simple, yet powerful method to help you discover your natural talents, transferrable skills, what you do best, and who you were born to be.

### Self-Care

Learn ways to improve & maintain your self-esteem and peace of mind as you work toward your goals.

### Work-Life Balance

Work-life balance does not mean an equal balance. Learn about the concept of prioritizing between "work" (career and ambition) and "lifestyle" (health, leisure, family, and spiritual practice).



The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics—and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.