

Workshop Course Descriptions

Pima County Community Services OneStop Career Center

Classes may be scheduled by calling: Kino Service Center 243-6700 or Rio Nuevo 798-0500 8:00am - 5:00pm Monday - Friday

IMPORTANT: *You must call to confirm your workshop attendance no later than 2 working days before the workshop or your seat may be assigned to another client.*

Employability Skills (ES)

2-day workshop; 7 hours each day - Introduction to skills, applications, resumes, cover letters, practice interviewing, thank you letters, creative job search, and job retention. [This workshop is mandatory for all clients seeking training funds]

50+ Employability Skills: (ES 50+)

4 half-day workshop; 4 hours each day - An introduction to the One Stop. May participate in the Job Seekers Employment Network, addresses the importance of maintaining physical & emotional health, employment issues & barriers, the reality of today's job market, volunteering, networking, information interviews, career planning through use of the SDS assessment tool, identifying job skills, applications, resumes, cover letters, thank-you letters and interviewing techniques and scripts.

Computer Fundamentals for Employment Seekers (CF)

Taught in modules 4 hours each day

Module #1 – 4 hours (taught in ½ day) – An introduction to computers for those with little or no computer experience.

Module #2 - 12 hours (taught over 3 half-days) - Learn basics of Microsoft Word and Excel. Students must have some knowledge of computers.

Module #3 - 4 hours (taught in ½ day) - Practice online job search techniques, applications, email, attaching documents and understanding social media.

PESCO – Sage

3-hour assessment – Individual assessments are administered in a group setting to determine natural abilities and aptitudes including: general learning ability; verbal; numerical; clerical; spatial; aptitudes, etc...

An Equal Opportunity Employer / Program Auxiliary aids and services are available upon request to individuals with disabilities

Résumé Writing Lab (RW)

4-hour workshop – A hands-on, instructor led workshop that guides participants in creating an effective resume using computer software to type, save and print resumes. [Basic knowledge of computer usage *is the prerequisite for this workshop*].

Financial Survival (FS)

4-hour workshop - Addresses issues surrounding the difficulties that individuals are experiencing in today's economy. This workshop is designed to give insight on how one may begin to navigate through their financial challenges.

Career Exploration (CE)

12-hour workshop - Focal point is on self assessments both manual and computer-based, looking at personal career options and labor market information. [*The Employability Skills Workshop is the prerequisite for this workshop*]

Youth Employability Skills (YES)

5-hour workshops held once per month, year round – [During the summer months we will hold a 6-hour session twice per month]. Workshop includes introduction to skills, applications, resumes, cover letters, practice interviewing, thank you letters, dress for success, job retention, creative job search, and budgeting.

Practice Interviewing (PI)

3-hour workshop - Designed to teach the job seeker how to successfully present themselves during the interview process. [*Taking the Employability Skills Workshop is strongly recommended as a prerequisite*]

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