



Monday	Tuesday	Wednesday	Thursday	Friday
03 Essential Tools 9:00 AM-12:00 PM Smart Planning for Your Money— Investing 101 2:00-3:00 PM	Offices Closed 	05 Conduct a Job Search 9:00 AM-12:00 PM Virtual Job Club 1:00-4:00 PM	06 Create a Great Resume 9:00 AM-12:00 PM A-Game—I 1:00-4:00 PM	07 Maintain a Positive Attitude 9:00 AM-12:00 PM Completing Wkly Rptg 1:00-2:00 PM
10 Essential Tools 9:00 AM-12:00 PM Navigating Ageism in Your Job Search 2:00-4:00 PM	11	12 Advanced Resume 9:00-11:00 AM Virtual Job Club 1:00-4:00 PM	13 Mock Interviews 9:00-11:00 AM A-Game—II 1:00-4:00 PM	14 Completing Wkly Rptg 1:00-2:00 PM
17 Essential Tools 9:00 AM-12:00 PM	18 Interview 101 9:00 AM—12:00 PM Herramientas esenciales para quienes buscan trabajo 1:00-4:00 PM	19 Conduct a Job Search 9:00 AM-12:00 PM Virtual Job Club 1:00-4:00 PM	20 Create a Great Resume 9:00 AM-12:00 PM State of Iowa App. 1:00-3:00 PM	21 Maintain a Positive Attitude 9:00 AM-12:00 PM Completing Wkly Rptg 1:00-2:00 PM
24 Essential Tools 9:00 AM-12:00 PM Develop a Career Plan 1:00-4:00 PM	25 Reg. Apprenticeship 9:00-10:00 AM	26 Advanced Resume 9:00-11:00 AM Virtual Job Club 1:00-4:00 PM	27 Mock Interview: 9:00-11:00 AM Simulacro de entrevista 1:00-4:00 PM	28 Completing Wkly Rptg 1:00-2:00 PM
31 Essential Tools 9:00 AM-12:00 PM	August 01 Interview 101` 9:00 AM —12:00 PM Entrevista y Negociacion 1:00-4:00 PM	02 Conduct a Job Search 9:00 AM-12:00 PM Virtual Job Club 1:00-4:00 PM	03 Create a Great Resume 9:00 AM-12:00 PM A-Game—I 1:00-4:00 PM	04 Maintain a Positive Attitude 9:00 AM-12:00 PM Completing Wkly Rptg 1:00-2:00 PM



VIRTUAL WORKSHOPS

Advanced Resume: For those that have completed “Create a Great Resume” workshop, this advanced workshop provides examples with discussion opportunities on how to modify your skills summary, resume, and prove it stories to match qualities employers are looking for in job postings.

Completing Your Weekly Certification: This class is offered each Friday and will include information about entering Job Application information in REX (IowaWORKS), veteran services and Core Partner services.

Bring Your A-Game: This workshop provides information on soft skills for employment. Topics include; Appearance, Accountability, Attendance, Ambition, Attitude, Acceptance and Appreciation.

Conduct a Job Search: How to effectively search for in-demand occupations that fit your interest and how to approach the application process.

Create a Great Resume – Learn how to get the interviews you want by preparing a resume that appropriately sells you to prospective employers.

Develop a Career Plan and Industry Trends: Build an effective career plan that increases your chance for job search success and uses the latest research on national, state and local labor market information.

Essential Tools for Job Seekers: Learn about the resources and services available to job seekers including O*NET interest assessment, job searching, resumes, cover letters and interviewing.

Interview & Negotiate: Make our interview memorable by avoiding interview pitfalls and answering the tough questions correctly.

Maintain a Positive Attitude: Explore methods to effectively handle the unique set of stressors brought about by a job loss or career transition.

Mock Interview: This class is offered every other Thursday and will include information about entering Job Application information in REX (IowaWORKS), veteran services and Core Partner services

Navigating Ageism in Your Job Search: Tailored for job seekers over 50 to minimize stereotypes and amplify the positive qualities of an experienced worker!

Non-Traditional Careers for Women: Did you know, even now, most careers don't pay the same wage to women for the same work? One area that is more equitable is the trades. Here's a chance to learn more about non-traditional careers for women.

Registered Apprenticeship: This workshop will provide information on the Registered Apprenticeship system. Registered Apprenticeship is an employer-driven model, combining on-the-job learning with related classroom instruction and allows the Registered Apprentice to earn a paycheck from day one.

Smart Planning for Your Money: A workshop presented by the Iowa Insurance Division on topics related to financial literacy.

State Applications: This workshop will provide information for navigating and completing the state employment application on-line..

Virtual Job Club: A different workshop each week on a variety of work-based topics designed for any job seeker. Attend one week or attend them all!

TALLERES DE ESPAÑOL

Herramientas esenciales para quienes buscan trabajo: Conozca los recursos y servicios disponibles para quienes buscan empleo, incluida la evaluación de intereses de O*NET, búsqueda de empleo, currículos y cartas de presentación. y entrevistando

Entrevista y Negociación: Haga que su entrevista sea memorable evitando las trampas durante la entrevista y respondiendo correctamente a las preguntas difíciles.

Simulacro de entrevista: Esta clase se ofrece cada dos jueves e incluirá información sobre cómo ingresar la información de la solicitud de empleo en REX (IowaWORKS), servicios para veteranos y servicios de Core Partner.

IN-PERSON WORKSHOPS (When available)

NCRC (National Career Readiness Certificate) - BY APPOINTMENT ONLY: When you take this nationally recognized assessment, you demonstrate your level of problem solving skills to employers. Listing your certificate level on your resume can set you apart from other competing job seekers! See an IowaWORKS representative to register, learn about available test dates, and to set up a Career Ready 101 account to help you prepare for the assessment.

Resume Review Walk-Ins: A staff person can review your current resume and/or assist you with IowaWORKS Resume Builder.