

**Talent Development Facilitators**

Daniel Johnson – [daniel.johnson@ruralcapital.net](mailto:daniel.johnson@ruralcapital.net)

512-244-2207 Ext. 11007

Kelly Langley – [kelly.langley@ruralcapital.net](mailto:kelly.langley@ruralcapital.net)

512-303-3916 Ext. 12037

Leslie Stearns – [leslie.stearns@ruralcapital.net](mailto:leslie.stearns@ruralcapital.net)

512-392-1291 Ext. 13022

**WORKFORCE SOLUTIONS**  
RURAL CAPITAL AREA

A proud partner of the American Job Center network

**December 2022 Workshops**

**\*Schedule subject to change\***

Please visit our website and Work in Texas for updates.

[www.workforcesolutionsrca.com](http://www.workforcesolutionsrca.com) [www.workintexas.com](http://www.workintexas.com)

**Registration is required for all sessions. Register for workshops by visiting [www.workintexas.com](http://www.workintexas.com)**

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>*Please note events are virtual via Zoom*</b> You can register for these events at: <a href="http://www.WorkInTexas.com">www.WorkInTexas.com</a></p> <p>Visit our website for office locations: <a href="http://www.workforcesolutionsrca.com">www.workforcesolutionsrca.com</a></p>				
<b>5</b> 12:00 PM – Boost Your Confidence in Job Search	<b>6</b> 10:00 AM- Career Alternatives in Franchise Ownership 2:00 PM – Creating Cover Letters	<b>7</b> 12:00 PM – Effective Resumes	<b>8</b> 12:00 PM – Upskilling for Success	<b>9</b> 11:00 AM – Employability Skills - * NEW *
<b>12</b> 11:00 AM – Job Hunting Strategies	<b>13</b> 11:00 AM – Build Your Professional Brand 12:00 PM – Salary Negotiation	<b>14</b> 11:00 AM – Upskilling with LinkedIn Learning 12:00 PM – Overcoming Employment Barriers	<b>15</b> 11:00 AM – Finding Your Career Path 12:00 PM – Re-Entering the Workplace	<b>16</b> 9:00 AM - Creating Cover Letters 10:00 AM –Transferable Skills Work Across Industries
<b>19</b> 9:00 AM – Creating Cover Letters 10:00 AM - Build Your Professional Brand	<b>20</b> 12:00 PM – Make Work in Texas Work for You 1:00 PM – Employability Skills - * NEW *	<b>21</b> 10:00 AM – Boost Your Confidence in Job Search 11:00 AM – Upskilling for Success 12:00 PM – Completing the Application	<b>22</b> 9:00 AM - Build Rapport During an Interview 12:00 PM – Effective Resumes	<b>23</b> 10:00 AM – Career Transitions at 50 + 11:00 AM – Selling Yourself Virtually
<b>26</b>  Offices are closed for the Holiday	<b>27</b> 11:00 AM – Preparing for the Interview 12:00 PM – The Art of Networking	<b>28</b> 11:00 AM - Rock Your LinkedIn 12:00 PM – Effective Resumes 1:00 PM – Job Hunting Strategies	<b>29</b> 12:00 PM- Workforce Solutions 101 1:00 PM – Completing the Application	<b>30</b> 9:00 AM - Salary Negotiation 10:00 AM – Creating Cover Letters 12:00 PM – Make Work in Texas Work for You

## Workshop Descriptions

**Ageism in Job Search** – Reinforce the advantages of hiring individuals of all ages. Learn effective job search strategies for individuals in entry-level, mid-career, and beyond. Find out how to write a resume and gain interviewing tips on reinforcing qualifications and avoiding age discrimination.

**Boost Your Confidence in Job Search** – Understanding the right techniques and tools to help you cope with the challenges of job search.

**Build Rapport During an Interview** – Learn the importance of rapport and how to implement rapport building behaviors. Gain insight on communication techniques that you can use in your next interview.

**Build Your Professional Brand** – Gain insight into why your personal brand is so important in job search while learning about techniques and tools to help build your brand.

**Career Alternatives in Franchise Ownership Workshop** – First Tuesday of the Month - Join Kyle DeHaas of FranNet as he discusses how to determine whether franchise ownership is the right career path for you. [To register for the class, contact Kyle at kdehaas@frannet.com or 512-560-6984.](mailto:kdehaas@frannet.com)

**Career Transitions at 50 +** – Gain awareness of the processes in finding and moving into a new career. Learn how self-assessment & upskilling will assist you in finding employment industries.

**Completing the Application** – Learn how to fill out job applications to generate more job interviews. Find out what an applicant tracking system is and how to get past the screening process. Learn tips for completing a State of Texas Application.

**Creating Cover Letters** – Understand the importance of cover letters and learn different formats to enforce your qualifications to land that interview!

**Effective Résumés** – Tailor your resume to generate more interviews with a customized approach. Know how to showcase your abilities and understand the role of applicant tracking systems.

**Effectively Working Remote** – Prepare for working remotely by Upskilling with tools used in virtual offices. Resources to apply for remote positions. Gain insight on how to structure your day.

**Employability Skills** – Understand the skills that are important to employers and how to implement effective communication, teamwork & strategic thinking in the workplace.

**Finding Your Career Path** – Gain the importance of self-assessments on your skills, interests, values, and personality, so you make the best choices, finding and moving forward in your career.

**Job Hunting Strategies** – Discover ways to find a job faster, understand the importance of networking, and learn how to prepare your “elevator speech” to uncover leads in the job market.

**Make Work in Texas Work for You** – Where employers and job seekers can connect! Learn about the various tools available to job seekers including labor market information, career assessments, job search engine, Virtual Recruiter, resume builder, cover letter builder, State of Texas Application, and much more.

**Overcoming Employment Barriers** – Identifying barriers that may impact the ability to gain employment. Develop strategies on how to overcome them. Become aware of community resources.

**Preparing for the Interview** – Understand how to research and prepare for the interview. Practice common and difficult questions so that you are prepared and leave a great impression.

**Re-Entering the Workplace** – Once you receive a job offer, it doesn’t stop there. This workshop will discuss how to make the best impression on your first day on the job, how to effectively communicate in the workplace, and staying relevant in the ever-changing workforce while employed.

**Rock Your LinkedIn** – Stand out and get recruited faster by effectively building a productive LinkedIn Profile and ensure your brand hits it's mark!

**Salary Negotiation** – Salary negotiation is important in the job search process as it involves an applicant communicating their worth once a job offer is made. Learn how to understand your labor market value so you can become successful in the negotiation process.

**Selling Yourself Virtually** – Learn how to sell yourself in a virtual interview by projecting positive energy and leaving a memorable first impression.

**The Art of Networking** – Gain an understanding of the importance of making connections. Learn how to network successfully and strengthen your personal banding to increase your possibilities for job referrals and offers!

**Transferable Skills Work Across Industries** – Understand how your transferable skills are crucial to your career success and learn which ones are most sought after by employers.

**Upskilling for Success** – Explore training tools available to *Upskill* and expand your capabilities as you search for a new career or enhance current skills to gain access to new opportunities in your employment.

**Upskilling with LinkedIn Learning** – Learn how to use this power platform with access to thousands of courses, all designed to assist with professional development, helping you to develop new skills and stay up to date and informed.

**Workforce Solutions 101** – WSRCA serves 9 counties in Texas. Learn about the wrap-around services available for Job Seekers to assist with employment opportunities and possible training. Other programs include services for Veterans, Vocational Rehabilitation, Child Care, and much more.