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**WORKFORCE SOLUTIONS**  
**RURAL CAPITAL AREA**

A proud partner of the American Job Center® network

**January 2023 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)

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>2</b>  9:00 AM – Build Rapport During an Interview  10:00 AM – Upskilling with LinkedIn Learning	<b>3</b>  9:00 AM - The Art of Networking  <b>10:00 AM- Career Alternatives in Franchise Ownership</b>	<b>4</b>  11:00 AM - Transferable Skills Work Across Industries  12:00 PM – Completing the Application	<b>5</b>  12:00 PM – Salary Negotiation  1:00 PM – Effective Resumes	<b>6</b>  9:00 AM - Workforce Solutions 101  11:00 AM – Boost Your Confidence in Job Search  12:00 PM – Overcoming Employment Barriers
<b>9</b>  9:00 AM - Preparing for the Interview  10:00 AM – Upskilling for Success	<b>10</b>  12:00 PM – Make Work in Texas Work for You  1:00 PM - Selling Yourself Virtually	<b>11</b>  10:00 AM - Rock Your LinkedIn 11:00 AM – Creating Cover Letters  12:00 PM – Finding Your Career Path	<b>12</b>  12:00 PM – Effectively Working Remote  2:00 PM – Ageism in Job Search	<b>13</b>  9:00 AM – Effective Resumes 10:00 AM - Re-Entering the Workplace
<b>16</b>  <b>Office Closed for Holiday</b>  	<b>17</b>  10:00 AM - Overcoming Employment Barriers  12:00 PM – The Art of Networking	<b>18</b>  11:00 AM - Make Work in Texas Work for You  12:00 PM – Preparing for the Interview  1:00 PM – Effectively Working Remote	<b>19</b>  12:00 PM – Creating Cover Letters  1:00 PM – Completing the Application	<b>20</b>  9:00 AM - Finding Your Career Path  10:00 AM – Salary Negotiation 12:00 PM – Job Search Strategies
<b>23</b>  9:00 AM – Selling Yourself Virtually  1:00 PM - Effective Resumes	<b>24</b>  11:00 AM - Completing the Application  12:00 PM – Ageism in Job Search	<b>25</b>  11:00 AM – Employability Skills  12:00 PM - Career Transitions at 50 +  1:00 PM – Workforce Solutions 101	<b>26</b>  10:00 AM – Transferable Skills Work Across Industries  12:00 PM – Make Work in Texas Work for You	<b>27</b>  9:00 AM – Creating Cover Letters  10:00 AM - Build Rapport During an Interview
<b>30</b>  10:00 AM - Creating Cover Letters  12:00 PM – Rock Your LinkedIn	<b>31</b>  9:00 AM - Preparing for the Interview  12:00 PM – Effective Resumes		<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>  Visit our website for office locations: <a href="http://www.workforcesolutionsrca.com">www.workforcesolutionsrca.com</a>	

## 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 Search 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, Virtual Recruiter, resume and cover letter builder, State of Texas Application, and 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 branding 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 more.