

**Talent Development Facilitators**

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WORKFORCE SOLUTIONS  
RURAL CAPITAL AREA  
A proud partner of the American Job Center network

**May 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
<b>2</b> 9:00 AM - Effective Resumes 11:00 AM - Job Hunting Strategies 1:00 PM - Effectively Working Remote	<b>3</b> <b>10:00 AM- Career Alternatives in Franchise Ownership</b> <b>10:00 AM to 2:00 PM Job Search Assistance at Elgin Public Library - In-person event</b> <b>1:00 PM - Overcoming Employment Barriers</b>	<b>4</b> 10:00 AM - Make Work in Texas Work for You 12:00 PM - Upskilling for Success 2:00 PM - Find Your Career Path	<b>5</b> 9:00 AM - Preparing for the Interview 10:00 AM - Completing the Application 1:00 PM - Selling Yourself Virtually	<b>6</b> 9:00 AM - Build Your Professional Brand 11:00 AM - Workforce Solutions 101
<b>9</b> 9:00 AM - Make Work in Texas Work for You 10:00 AM - Career Transitions at 50 + 2:00 PM - Rock Your LinkedIn	<b>10</b> 9:00 AM - Salary Negotiation 12:00 PM - Effective Resumes	<b>11</b> 10:00 AM - Creating Cover Letters 11:00 AM - Preparing for the Interview 1:00 PM - The Art of Networking	<b>12</b> 9:00 AM - Job Hunting Strategies 11:00 AM- The Art of Networking 1:00 PM - Effectively Working Remote	<b>13</b> 10:00 AM - Completing the Application
<b>16</b> 9:00 AM - Upskilling for Success 10:00 AM - Ageism in Job Search 12:00 PM - Effectively Working Remote	<b>17</b> <b>10:00 AM to 2:00 PM Job Search Assistance at Elgin Public Library - In-person event</b> 11:00 AM - Preparing for the Interview	<b>18</b> 10:00 AM - Effective Resumes 11:00 AM - Re-Entering the Workplace 1:00 PM - The Art of Networking	<b>19</b> 	<b>20</b> 9:00 AM - Rock Your LinkedIn 11:00 AM - Make Work in Texas Work for You
<b>23</b> 9:00 AM - Salary Negotiation 10:00 AM - Workforce Solutions 101 12:00 PM - Selling Yourself Virtually	<b>24</b> 9:00 AM - Overcoming Employment Barriers 1:00 PM - Completing the Application	<b>25</b> 10:00 AM - Find Your Career Path	<b>26</b> 9:00 AM - Effectively Working Remote 11:00 AM - Build Your Professional Brand 12:00 PM - Preparing for the Interview	<b>27</b> 9:00 AM - Creating Cover Letters 11:00AM - Upskilling for Success
<b>30</b>  Offices are Closed	<b>31</b> <b>10:00 AM to 2:00 PM Job Search Assistance at Elgin Public Library - In-person event</b> 11:00 AM - Re-entering the Workplace	<b>*Please note events are <u>virtual</u> via Zoom*</b> Visit our website for office locations: <a href="http://www.workforcesolutions.rca.com">www.workforcesolutions.rca.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 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](mailto:kdehaas@frannet.com) or 512-560-6984.

**Career Transitions at 50 +** – Gain awareness of the processes in finding and moving into a new career. Learn on how self-assessment and upskilling will assist you in finding employment in growing 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 needed in the virtual office. Discover resources to find and apply for remote positions. Gain insight on how to structure your day.

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

**Job Hunting Strategies** – Discover ways to finds 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! During will discuss how to make the best impression on your first day on the job, how to effectively communicate in the workplace, and how to stay 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 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!

**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.

**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.