

**Call to Register:
697-4542**

**KENOSHA COUNTY JOB CENTER/HUMAN SERVICES
WORKSHOP DESCRIPTIONS – JUNE/JULY 2012**

STATE EMPLOYMENT OPTIONS

The State Employment Options (SEO) is a one hour workshop that is designed to assist individuals in learning about state/government employment, where to find state/government employment, and how to apply for state/government job opportunities.

COMPUTER BASICS

Learn the basics of computers including the components of a computer, operating a keyboard and mouse, opening and closing programs and creating simple documents.

INTERNET RESOURCES

This hands-on computer lab workshop identifies some of the best websites for job seekers to research for career and employment related information. Topics include Labor Market Trends, Occupational Information, Education and Training Resources (apprenticeships, scholarships and certifications), Career Assessments (interests and transferable skills), and Job Sites (company information, resumes, cover letters and job openings).

Basic computer skills required.



RESUME 101

A resume is often an excellent tool in searching for employment. Resumes are used to market skills and qualities to an employer. Developing a resume is a process that involves assessment, finding a format that highlights strengths, and writing and editing to find the most dynamic language. This workshop will assist participants in identifying the information they will include on their resume, selecting which format will work best in their situation, and developing proper language to showcase their skills.

RESUME 102

Participants will have the opportunity to transfer initial resume outlines to a computer format. Basic computer terminology and functions will be discussed and practiced throughout the session. A written outline of employment history and skills are a pre-requisite for this workshop (Refer to "Resume 101").

FAMILY FOCUS (For Our Children's Unlimited Success)

- I Self-Awareness and Self-Esteem:** Explore the concepts of generational parenting and effective parenting techniques. Self-esteem building strategies for children will be discussed.
- II Communication and Family Values:** Discuss and explore effective communication techniques. Strategies for establishing respect and conveying parental values are examined.
- III Co-Parenting:** Explore concepts and techniques involved in a co-parenting relationship for the benefit of common children. Strategies for providing support and dealing with areas of conflict are addressed.
- IV Discipline as a Learning Tool:** Examine the concept of discipline as a learning tool. Reasons for children's misbehavior are explored and preventative measures are investigated.
- V Family Finances:** Learn how to create a basic household budget and assess savings needs. Identify financial goals and examine parents' roles as financial teachers.

**Call to Register:
697-4542**

**KENOSHA COUNTY JOB CENTER/HUMAN SERVICES
WORKSHOP DESCRIPTIONS – JUNE/JULY 2012**

RISE WEEK ONE

- I Begin from Within:** Our week begins with active reflection of expectations that we have of ourselves and others in our lives. Important components of this workshop include identifying factors that affect our attitude and influence our self-esteem.
- II Personal Power & Change:** Discovering our personal power is strengthened when we take the steps towards obtaining results. Our focus for the day will be to make the distinction between what is inside and outside of our circle of control and explore change as it relates to self-responsibility.
- III My Decisions, My Goals:** A contributing factor for economic and personal success is to know how to make informed decisions and goals about career, family and finances. This session will cover issues such as the application of critical thinking skills and the relationship between motivational sources and our willingness to take action. The eight-step decision making process and the criteria for developing SMART goals will be discussed and practiced.
- IV Communication Concepts:** Our introductory class to interpersonal relationships begins with a review of the basic components of communication. We will examine the importance of communicating effectively, both verbally and non-verbally, and discuss different communication styles.
- V Communication that Works:** In this session we will discuss tips and techniques for using communication to our advantage. Using role-play activities and scenarios, workshop participants will have the opportunity to practice active listening skills and strategies for constructive discussion.

RISE WEEK TWO

- I Practical Job Prep/Application Process:** We will explore the reality of today's labor market, our work-related values and how successful networking can lead to a great job. We will also focus on self-marketing techniques such as completing an accurate job application and the benefits of developing a professional resume.
- II Preparing to Interview:** Job seekers will discuss the importance of first impressions when meeting with potential employers and steps to take after the interview. We will practice commonly asked interview questions to become more prepared.
- III Practice that Interview:** Job seekers will have the opportunity to rehearse and evaluate their current interviewing skills through mock interviews and practiced what was learned in **Preparing to Interview**. An opportunity to be videotaped is provided.
- IV On-The-Job Success:** In this session we will take a look at workplace expectations, along with the qualities and skills to successfully address these in the work environment. We will also delve into some personal management skills needed to effectively balance our personal and professional responsibilities.
- V Resolving Workplace Conflict:** Come and explore various ways of resolving conflict by examining your conflict resolution styles and identifying steps to conflict resolution. The importance of conflict management in maintaining a positive, assertive and cooperative working environment will be addressed.

**Call to Register:
697-4542**

KENOSHA COUNTY JOB CENTER/HUMAN SERVICES WORKSHOP DESCRIPTIONS – JUNE/JULY 2012

Money Matters Part I

Managing our money well is an essential life skill regardless of our level of income. This is especially important in today's world of increasing costs. This first session examines some of the psychological aspects of spending including our motivations, values and needs. We will identify ways of organizing and tracking expenses, minimizing spending and maximizing savings- the basics toward financial fitness.

Money Matters Part II

In this second session of *Money Matters* we will focus on credit and what it means to you. Credit is an important part of your finances and is linked to many other aspects of your life. What kind of credit do you have and want? Responsible credit is the key and in this session we will explore credit reports and how our actions affect our score. We'll also discuss tips and ideas to assist in establishing and repairing credit.

Renting Matters

Did you know that landlords usually ask for references and credit information about you before signing a lease? This workshop session will cover the issues relating to renting from how to look for the right place for you to protecting your interests as a renter. We'll discuss tenant/landlord rights and responsibilities and review the eviction process as well as how to avoid it.

PSN Spotlight Series

Monthly programs presented by Prevention Services Network (PSN) partners, offered free to any interested parents or caregivers. Participants will receive tips on parenting, learn about keeping children safe, discover how to build protective factors in your family, and gather information about community resources. A different topic is presented each month. Location: PSN Family Resource Room. **To register, please call 697-4651.**

Food Matters I

This workshop highlights MyPyramid and the new USDA "My Plate," emphasizing foods that have nutrients for health and growth. We will brainstorm together on ways to affordably add more fruits and vegetables into daily meals and snacks. Information on ingredient lists and labels will help us select products that are a good source of whole grains.

Facilitated by: UW Extension, Nutrition Education Program.
(262) 635-6824. <http://kenosha.uwex.edu/nutrition-education/>

Food Matters II

Planning ahead for meals can save money and time. During this session we will discuss ways to stock a pantry with nutritious, affordable foods. Food Matters II continues to build our Nutrition Facts label reading expertise.

Facilitated by: UW Extension, Nutrition Education Program.
(262) 635-6824. <http://kenosha.uwex.edu/nutrition-education/>



Call to Register:

697-4542