





Bergen County  
**JOB CENTER**

NJ One-Stop Career Center System Partners  
 Employment | Training | Counseling  
 60 State Street, Hackensack, NJ

# Job Search & Work Skills Workshops

OCTOBER-DECEMBER 2022

<p>On-Demand</p> <p>Watch online anytime.</p>	<p><b>Resume Writing (Virtual)</b></p> <p>Now, more than ever, your resume needs to be a marketing tool not just a list of where you worked. This workshop takes you through many of the tips and techniques sure to make your resume stand out from the rest. You'll get practical advice and resources and learn what employers are looking for. Go to <a href="https://bergenjobcenter.com/job-seeker-events-calendar/">bergenjobcenter.com/job-seeker-events-calendar/</a> to watch.</p>
<p>9:30-10:30 AM</p> <p>OCT 20 NOV 17 DEC 15</p>	<p><b>As the Virtual World Turns (Virtual)</b></p> <p>Don't wait until the last minute to figure out how that video conferencing application works! Join this workshop to get familiar with the top video conferencing formats used by employers today. In this workshop you will receive information on how to connect to a video conferencing computer application, what it looks like, and how to operate it with confidence.</p>
<p>2:00-3:00 PM</p> <p>OCT 11 NOV 08 DEC 13</p>	<p><b>Stress Management Workshop (Virtual)</b></p> <p>Breaking free of stress and not letting it hold you back by learning:</p> <ul style="list-style-type: none"> <li>– What is stress</li> <li>– What are the different forms of stress</li> <li>– How do people experience stress</li> <li>– How to identify stress and stress triggers</li> <li>– How long-term stress affects the body and mind</li> <li>– Techniques for reducing and recovering from stress</li> </ul> <p>By the end of the workshop, you will create a customized stress-management toolkit that you can use to build and implement life-changing stress-reducing habits.</p>
<p>1:00-2:00 PM</p> <p>OCT 25 NOV 22 DEC 27</p>	<p><b>Effective Job Search Workshop (Virtual)</b></p> <p>Looking for a job is a job in itself. It can be made less stressful by breaking it down into manageable pieces.</p> <p>Effective Job Search is a comprehensive overview of the components that make up an organized job search plan.</p> <p>The workshop typically includes the topics of self-assessment, building self-esteem, preparing a weekly job search calendar, and places to look for a job, including job boards.</p> <p>The importance of and how to build a network are discussed.</p> <p>A good amount of time is spent on how to create a focused, industry-specific resume using keywords. The entire interview process is explained, and typical interview questions are examined.</p>

<p>1:00-2:00 PM</p> <p><b>Part 1</b></p> <p>OCT 19 NOV 15 DEC 07</p> <p><b>Part 2</b></p> <p>OCT 26 NOV 22 DEC 14</p>	<p><b>Acing The Job Interview Part 1 and Part 2 (Virtual)</b></p> <p>WOULD YOU LIKE TO IMPROVE YOUR INTERVIEWING SKILLS?</p> <p>Join us at a workshop that will identify characteristics of the skillful job candidate, and explain how implementing new techniques could improve your interview performance.</p> <p>Learn how to:</p> <p>Take important steps to prepare yourself prior to the interview Develop your “30 second commercial” Answer “tough” questions authentically Use positive verbal and non-verbal communications Close the interview and utilize post-interview follow-up</p>
	<p>All New Jersey residents also have access to SkillUp New Jersey which offers free and unlimited access to more than 6,000 high-quality online training courses in English and Spanish. Go to <a href="http://nj.metrixlearning.com">nj.metrixlearning.com</a> for more information.</p>
	<p>If you are interested in obtaining your FREE Forklift Certificate to further your career, we are offering a 3-hour in-person class at the Bergen County Job Center (One-Stop Career Center) located at 60 State Street, Hackensack, NJ.</p> <p>To register, call (201) 329-9600 — Marvin Major extension 5656 or Diana Rosenfeld extension 5659.</p>

The Bergen County Job Center and NJ One-Stop Career Center Partners host a variety of FREE workshops and events to assist you in your job search and employment development.

Registration required for all events. Find out more and register at [BergenJobCenter.com](http://BergenJobCenter.com)

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