



Full Employment Council, Inc.

WORKSHOPS

Career Exploration

It's all about you! This workshop gives you the tools to assess your knowledge, skills, personal interests, and priorities on the journey to finding the job that is best for you (or not a good fit.) Identify resources that are available to find a rewarding career.

Career Networking

Everyone recommends it, but not everyone does it well: Learn the benefits of effective and strategic "networking" and how these interpersonal resources and contacts could lead to a new job. This workshop applies to what you learn, so you will develop a plan to present yourself to networking groups, a networking source list, and a list of the types of networking groups.

Resume Preparation

Wonder what employers are looking for when they read a resume and cover letter? Find out in this workshop! Identify and optimize all the basic components of a resume (skills and abilities, work history, and education) so that you stand out above the others. Use some of the same strategies in completing excellent online applications.

Interview Process

With this workshop you get practical advice on how to best showcase your skills and experience through research, practice, and preparation. Get helpful tips on how to dress and groom for an interview. Learn the different types of interviews and strategies for each.

Basic Computer Skills

How to use a computer is essential for today's job seeker. Learn the basic computer skills necessary to search and apply for jobs. This workshop includes everything from using the keyboard to accessing the internet to creating and saving files. In addition, learn to use <http://jobs.mo.gov> to search for your next job.



Full Employment Council

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Serving Jackson, Cass, Clay, Platte and Ray Counties

"Our Job is Your Career."™