







Please register for workshops on WorkinTexas.com Please be on time for workshops. Anyone who arrives more than 10 minutes late will not be admitted.

## Round Rock Workshops

### April 2020

Call for updates or schedule changes at 512-244-2207 at Ext. 1026 or check the Current Month's Events Calendar on WorkinTexas.com

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Don't forget to visit WorkinTexas.com to create an account prior to attending workshops.</p> 			<p><b>2</b></p> <p><b>1:30- 3:30 P.M.</b></p> <p>How to Have an A+ Interview</p>	<p><b>3</b></p> <p><b>10 A.M. – Noon</b></p> <p>How to Create Effective Resumes and Cover Letters</p>
<p><b>6</b></p> 	<p><b>7</b></p> <p><b>10 A.M.- Noon</b></p> <p>Career Alternatives in Franchise Ownership</p>	<p><b>8</b></p> <p><b>10 A.M- Noon</b></p> <p>Making Work in Texas Work For You!</p>	<p><b>9</b></p> <p><b>1:30- 3:30 P.M.</b></p> <p>Effective Job Search Strategies</p>	<p><b>10</b></p> 
<p><b>13</b></p> <p><b>1:30 -3:30 P.M.</b></p> <p>How to Create Effective Resumes and Cover Letters</p>	<p><b>14</b></p> <p><b>1:30- 3:00 P.M.</b></p> <p>Coping With a Job Loss</p>	<p><b>15</b></p> <p><b>10 A.M- Noon</b></p> <p>Managing Money While Unemployed</p>	<p><b>16</b></p> 	<p><b>17</b></p> <p><b>10 A.M.- NOON</b></p> <p>So What If You're 40 Or Older</p>
<p><b>20</b></p> <p><b>1:30 – 3:30 P.M.</b></p> <p>Job Search in the Digital Age</p>	<p><b>21</b></p> <p><b>1:30- 3:00 P.M.</b></p> <p>Career Exploration</p>	<p><b>22</b></p> <p><b>10 A.M.- Noon</b></p> <p>How to Have an A+ Interview</p>	<p><b>23</b></p> 	<p><b>24</b></p> <p><b>10 A.M.- Noon</b></p> <p>How to Create Effective Resumes and Cover Letters</p>
<p><b>27</b></p> <p><b>1:30- 3:00 P.M.</b></p> <p>Customizing State and Other Applications</p>	<p><b>28</b></p> <p><b>10 A.M- Noon</b></p> <p>Making Work in Texas Work For You!</p>	<p><b>29</b></p> <p><b>1:30 P.M.- 3:00</b></p> <p>Introduction to Workforce Services</p>	<p><b>30</b></p> 	

## Workshop Descriptions

### **Career Alternatives in Franchise Ownership**

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.

### **Effective Job Search Strategies**

Jump-start your job search by developing a plan that will help you find a better job faster. Discover the importance of networking that helps most people find their next job. Learn how to prepare an “elevator speech” introduction, contact people and uncover leads in the hidden job market.

### **Find Your Path: Career Exploration**

Assess your skills, interests, personality and values to determine what job is right for you.

### **How to Create Effective Resumes and Cover Letters**

Learn how to create or update your resume and cover letter for generating more job interviews. Bring your resume to compare it with recommended trends for customizing and formatting documents.

### **How to Have an A+ Job Interview**

Preparation is the key to acing a job interview. Learn how to dress, overcome fears and practice responses to behavioral and other common interview questions.

### **Coping with a Job Loss**

Learn how to combat stress and anxiety that comes with losing a job. Discover ways to recover, keep a positive attitude and stay focused during your job search

### **Job Search in the Digital Age**

Get the latest on how technology and social media have impacted the job search process. Learn effective ways to submit job applications, use social media as a job search tool, and get tips on how to avoid information overload.

### **Introduction to Workforce Services**

Come join us as we discuss the available services here at the workforce solutions office that are free to all job seekers.

### **Making Work in Texas Work for you!**



This workshop focuses on fine tuning your job-matching criteria to receive better quality job leads. Also, you will learn about the vast array of resources and features that the platform has to offer to assist you in your career exploration and job search! Job searching, updating your job skills, setting up virtual recruiter system alerts and much more will be discussed as well.

### **Managing Money While Unemployed**

Reduce financial stress while unemployed by using effective strategies to save money. Tips will be shared on how to develop a monthly budget, avoid credit card debt and take advantage of tax credits.

### **So What if You are 40 or Older**

Learn proactive ways to overcome age discrimination during a job search. Tips will be provided on how to update a résumé and answer job interview questions to remind employers that you are well qualified rather than “overqualified.”

### **Customizing State and Other Applications**

Find out how to reinforce qualifications on State of Texas and other job applications. Review tips for answering sensitive questions and responding to online assessments.