



# One Stop Workshops

These workshops are free-of-charge when you are registered at the Smart Business Resource Center. They are scheduled on a rotating basis - one each week - at Smart in Redding. They are available in Weaverville by request.

Register for One Stop Workshops online at [www.thesmartcenter.biz/onestop](http://www.thesmartcenter.biz/onestop)

## Basic Computer Skills / [thesmartcenter.biz](http://thesmartcenter.biz)

The class for those with very little or NO computer experience! Topics include: using the mouse, the start menu, using an internet browsing program, printing information from a website, and navigating the Smart website to find valuable information and links to sites like CalJOBS, Record Searchlight, local employer websites, etc.

You will find out how to look at local jobs, what they pay, where to find them, which ones are best for you and how your existing skills fit in. AND MUCH MORE!

## WinWay Resume Builder

WinWay Resume Builder is an easy and time efficient way to create or update your resume. In this workshop you will learn how to create a professional resume using all the features of this user friendly software.

Please bring your work history and dates of employment with you, as you will be working on your own resume.

Requirements: Basic computer skills, Hand written or typed resume, Professional References

## Microsoft Word

Expand your knowledge of Word documents in this helpful workshop. Leave with a better understanding of how to use this common word processor. We will work on creating and editing documents, understanding the tool bar, formatting documents and much more.

Requirements: Basic computer skills

## Microsoft Excel

Learn how to use Microsoft's electronic spreadsheet program in this beginning workshop. We will go over basic terminology, buttons, toolbars, navigating the spreadsheet, selecting cells and ranges, and entering data.

Requirements: Basic computer skills

## Interviewing Skills

Learn how to make the best first impression in this interviewing workshop. You will discover how body language, appearance and attitude can improve your chances at getting the job you want. We will also discuss how to ask the right questions, how to best present your skill set and experience and how to deal with interview nerves and anxiety.

Please bring a copy of your resume with you to this workshop.

Requirements: Resume, Generic Application

## Online Applications and E-mail

Many employers are now requiring potential applicants to submit an online application. Learn the secrets of filling out a successful online job application that will make you stand out from the rest.

This workshop will also teach you how to set up a free e-mail account which will be useful in your on-line job hunt.

Requirements: Basic computer skills, your resume (Word format) saved on a disk or thumb drive

## Staying Motivated

Are you tired from your job search? Is it easier to find more reasons for why you can't find a job than reasons to go out and look for one? If you are discouraged with your job search, this workshop is designed especially for you. Learn simple strategies that will get you motivated and turn your job search into a job campaign!