



Workshop Descriptions

Career Assessment and Planning – This workshop helps you recognize your interests, aptitudes and abilities and uses that information to help you identify your career. You will research career options and be guided through a step-by-step process to establish an employment plan designed to help you reach your employment goals. ***Completion of CASAS is required prior to attending this workshop.***

Interview Strategies – This workshop is designed to help you knock your next interview right out of the park! You will learn valuable interviewing strategies to help you prepare for your next interview, know what to expect during the interview and suggestions on follow up during and after the interview.

Job Search – Want to maximize your job search efforts? Maximize your visibility to employers? Then this is the workshop for you. In this workshop, you will be given a comprehensive tour through the many resources available through Delaware JobLink (DJL) and methods of marketing your profile for maximum visibility. DJL will give you access to a user- friendly job search tool, resume builder, training providers, and labor market information. ***(Basic computer knowledge is required)***

Computer Classes

Basic Computer – Don't know how to use a computer? Don't worry. This course is designed for those who have little to no experience using a computer. In this no pressure setting, you will learn basic navigation of the computer keyboard, mouse, email, internet, Microsoft Office Word and be introduced to Delaware JobLink (DJL).

Computer Skills through Job Surfing – This workshop is designed to teach you essential computer skills for your job search. Basic computer skills are helpful to know in going through this workshop.

Assessments

CASAS – The Comprehensive Adult Student Assessment System is a basic reading and math assessment to determine your current skills level.

CareerScope – Whether you are entering the workforce, returning to work, changing careers, or older workers, job seekers can set a path for work success. The CareerScope assessment measures both interest and aptitudes to match job seekers with careers to align with today's high growth and high replacement occupations to long-term employment opportunities within the emerging workforce.