

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

## **FREE! “JOB LAUNCH” WORKSHOPS** — August & September 2017

**SIGN UP REQUIRED! SPACE LIMITED! CALL NOW!**

**949-552-2727 or Email:**

**[familiesforwardworkshops@families-forward.org](mailto:familiesforwardworkshops@families-forward.org)**

8 Thomas (at the corner of Muirlands and Thomas), Irvine, CA 92618

<b>① RESUME WRITING BOOTCAMP</b> <i>Thursday, August 10: 10 AM – 12:00 Noon</i>	<ul style="list-style-type: none"><li>✓ One page or two pages? What format and font?</li><li>✓ Learn how to use #'s to catch the reader's attention!</li><li>✓ Identify the “key words” to use to get through ATS!</li></ul>
<b>② MINDSET YOUR WAY TO SUCCESS</b> <i>Thursday, August 17: 10 AM – 12:30 PM</i>	<ul style="list-style-type: none"><li>✓ Discover traps that keep you stuck!</li><li>✓ Gain new insights about the role stories play!</li><li>✓ Learn about habits successful people use!</li></ul>
<b>③ SET A JOB SEARCH STRATEGY</b> <i>Wednesday, August 23: 10 AM – 12 Noon</i>	<ul style="list-style-type: none"><li>✓ Is online the only or best way to find openings?</li><li>✓ Do this one thing to beat out your competition!</li><li>✓ How long will it take you to find a job?</li></ul>
<b>④ INTERVIEW TO WIN THE OFFER</b> <i>Thursday, Sept. 14: 10 AM – 12 Noon</i>	<ul style="list-style-type: none"><li>✓ Answer “tell me about yourself” with confidence!</li><li>✓ How do you convince them you can do the job?</li><li>✓ Leave an interview knowing where you stand!</li></ul>
<b>⑤ NEGOTIATE YOUR PAY &amp; BENEFITS</b> <i>Wednesday, Sept. 27: 10 AM – 12 Noon</i>	<ul style="list-style-type: none"><li>✓ Learn what to say when asked “what pay are you looking for?”</li><li>✓ How much are you worth? How do you know?</li><li>✓ What is one secret to winning in a negotiation?</li></ul>

*“One of the common and costliest mistakes is thinking that success is due to some genius, some magic — something or other which we do not possess. You decide to learn a language, study music, take a course of reading, train yourself physically. Will it be success or failure? It depends upon how much pluck and perseverance that word “decide” contains. The decision that nothing can overrule, the grip that nothing can detach will bring success.”*

~ **Maltbie Davenport Babcock**, Author of *Thoughts for Every-Day Living*, published in 1902