



CAREER EMPLOYMENT WORKSHOP

"ALL ARE WELCOME"

(non-denominational program)

Our Lady Queen of Martyrs Parish in Centerport is offering its Career Employment Workshops. In the past 23 years, OLQM has helped over 2000 people develop their job search skills and career paths. Workshops are led by active and retired executives from Management, Human Resources, Outplacement and Academia. They offer practical suggestions and information in a supportive environment as a **FREE** service of Parish Social Ministry.

The series consists of separate but interrelated sessions, spread over six weeks on Monday evenings, beginning on October 16th. The program is a hands on experience designed to improve skills and build confidence while providing individualized feedback. It assists those currently unemployed, recent graduates, people returning to work or individuals considering a career change.

WORKSHOP TOPICS

- **Career Assessment: Identify your Strengths, Talents and Transferable Skills**
What kind of work will really make you happy?
- **Library Research & Resources**
Learn to identify and research companies needing your skills and experience.
- **Effective Resumes: Styles & Techniques**
Learn to write targeted Cover Letters and Resumes that are clear and concise.
- **Basics of Building a Network of Contacts**
How to build a Network of people who know you and can introduce you to the right people.
- **Practical Interviewing Skills**
How to develop your "Brand", learn how to answer the question, "Tell Me About Yourself".
- **One-on-One Job Search Support**
Opportunity for those who would like individualized discussions with workshop leaders.

All workshops, except the Library Research workshop, will be held at the OLQM Community Room, 53 Prospect Road, Centerport, New York, beginning at 7:00pm.

Pre-registration is requested to attend

Please contact OLQM's Parish Social Ministry at (631) 754-9045

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