



Elmo Register: <https://tinyurl.com/bceworkshops>

	Careers For Me	Description: Discover your strengths and interests. Learn about the 15 Career Pathways and non-traditional careers. Setting up a LinkedIn account.
<i>October</i> <i>Date: Wed (10/17)</i> <i>ELMO Library</i> <i>Time: 2:20-3:30pm</i>	Careers For Me Pt 1	Learn about the first 7 out of 15 Career Pathways and non-traditional careers. Discover who you are by learning about various personality assessments. Set up your LinkedIn account. <ul style="list-style-type: none">a. Arts, Media & Entertainmentb. Education, Child Development, & Family Servicesc. Fashion & Interior Designd. Hospitality, Tourism, & Recreatione. Marketing, Sales, & Servicesf. Business & Financeg. Public Services
<i>November</i> <i>Date: Wed (11/14)</i> <i>ELMO Library</i> <i>Time: 2:20-3:30pm</i>	Careers For Me Pt 2	Learn about the last 8 out of 15 Career Pathways and non-traditional careers. Discover who you are by learning about various personality assessments. How you can start benefitting from your LinkedIn account. <ul style="list-style-type: none">h. Agriculture & Natural Resourcesi. Building & Construction Tradesj. Energy, Environment, & Utilitiesk. Engineering & Architecturel. Health Science & Medical Technologym. Information & Communication Technologiesn. Manufacturing & Product Designo. Transportation

Source: <https://www.cacareerzone.org/majors/clusters>

	Promoting You	Description: Learn about employable skills, how to dress for success, and life skills such as goal setting and budgeting.
<i>December</i> <i>Date: Tue</i> <i>(12/4)</i> <i>ELMO Library</i> <i>Time: 3 - 4</i>	Employability Skills	Learn about the 10 soft skills. Learn the how-to's of communicating and skills needed to be successful in a workplace. You will learn skills such as time management, flexibility, leadership, team working, positive attitude, strong work ethic, dependable, self motivation, organized, works well under pressure, effective communication, and confidence.
<i>January</i> <i>Date: Wed</i> <i>(1/16)</i> <i>ELMO Library</i> <i>Time: 3-4pm</i>	Dress for Success	Before you say a single word to the interviewer/employer, you have already made an impression based on how you're dressed. Learn about the guidelines given here that are commonly accepted as appropriate. Every company has a different dress code; how you dress at the job may have very little to do with how you dress for an interview.
<i>February</i> <i>Date: Wed</i> <i>(2/20)</i> <i>ELMO Library</i> <i>Time:</i> <i>2:20-3:30pm</i>	Life Skills	Students will learn on making personal financial decisions, budgeting (also learning how spend their grants/scholarships), achieving their financial goals, and about credit.

Source: https://drive.google.com/file/d/1v0HF5yoGjJRK8axU5zyOIY_Q3XBGIJEm/view
<http://careernetwork.msu.edu/jobs-internships/appearance-and-attire/dressing-for-interviews.html>
<https://www.360financialliteracy.org/>
<https://www.incharge.org/financial-literacy/resources-for-teachers/high-school/>

	Resume Clinic	Description: Create or edit a resume. Learn about the application process and how to write a cover letter.
<i>March</i> <i>Date: Wed</i> <i>(3/20)</i> <i>ELMO Library</i> <i>Time: 3-4pm</i>	Part 1	Learn about the application process and how to write a cover letter.
<i>April</i> <i>Date: Wed</i> <i>(4/10)</i> <i>ELMO Library</i> <i>Time:</i> <i>2:20-3:30pm</i>	Part 2	Using a resume generator, create your resume.

Rock That Interview		Description: How to prepare for interviews and practice a mock interview
<i>May</i> <i>Date: Wed (5/8)</i> <i>ELMO Library</i> <i>Time: 2:20-3:30pm</i>	The Interview	Learn about all the stages of the interview process.
<i>June</i> <i>Date: Wed (6/5)</i> <i>ELMO Library</i> <i>Time: 3-4pm</i>	Mock Interview	Participate in brief (5-10) minute mock interviews to develop skills in the interviewing process.

Source:

<http://www.fehb.org/Classes/AEC/AECCulArts/pdfFiles/Job%20Interviewing%20Skills%20Lesson%20Plan.pdf>