**Riverview Skill Builder Workshops**

October, November, December 2019

**Workshop Descriptions**

**Career Exploration**

Gain insights about your interests, skills, and strengths through activities designed to match you with just the right job!

**Digital Learning**

In this self-paced, interactive class, you choose from Computer Basics, PowerPoint, or Excel and receive guidance from an Employment Specialist.

**Financial Literacy**

Learn the basic skills for managing money and get the help you need to create a budget.

**Mastering the Interview**

Learn how to prepare for and have a successful job interview.

**Job Seeking Techniques**

A review of basic job search techniques using a variety of sources, including the Internet and networking.

**Overcoming Barriers**

Learn how to overcome different barriers to employment such as personal, financial, emotional, physical, criminal, and more.

**Resume and Cover Letter writing**

Learn how to write a winning resume and an attention-getting cover letter.

**Kaleidoscope**

Learn what it takes to begin or return to higher education or training programs. We cover goal setting, time management, career exploration, and more!



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| Date | Time | Topic | Location |
| Monday-Friday | By Appt.  Only | Digital Learning | Job Connection Center |
| Thursday  October 3 | 3:30-4:30p | Overcoming Barriers | Job Connection Center |
| Thursday  October 10 | 3:30-4:30p | Resume Development | Job Connection Center |
| Thursday  October 17 | 3:30-4:30p | Job Seeking Techniques | Job Connection Center |
| Thursday  October 24 | 3:30-4:30p | Mastering the Interview | Job Connection Center |
| Wednesday  October 30 | 10:00a-3:00p | KaleidoSCOPE | Job Connection Center |
| Monday-Friday | By Appt.  Only | Digital Learning | Job Connection Center |
| Thursday  November 7 | 3:30-4:30p | Resume Development | Job Connection Center |
| Thursday  November 14 | 3:30-4:30p | Career Exploration | Job Connection Center |
| Thursday  November 21 | 3:30-4:30p | Mastering the Interview | Job Connection Center |
| Wednesday  November 27 | 10:00a-  3:00p | KaleidoSCOPE | Job Connection Center |
| Monday-Friday | By Appt.  Only | Digital Learning | Job Connection Center |
| Thursday  December 5 | 3:30-4:30p | Job Seeking Techniques | Job Connection Center |
| Thursday  December 12 | 3:30-4:30p | Resume Development | Job Connection Center |
| Thursday  December 19 | 3:30-4:30p | Financial Literacy | Job Connection Center |
| Wednesday  December 18 | 10:00a-3:00p | KaleidoSCOPE | Job Connection Center |
| Monday  December 23 | 3:30p-4:30p | Mastering the Interview | Job Connection Center |

**Registration is required for all workshops.**

Job Connection Center workshops are at our 10739 Big Bend, Riverview location.

To register for Job Connection Center Location please call 813-302-9405 or e-mail us at [jobconnection@goodwill-suncoast.com](mailto:jobconnection@goodwill-suncoast.com)

*Come to Mastering the Interview plus two other workshops of your choice and receive a $20 Gift Card to Goodwill!*