

Cover Letters

10:00-11:00 AM, FRIDAY, MARCH 24

Harmony Library

Presenter: Tammy Olivas, Larimer County Workforce Center

Do you need to submit a cover letter for a position, but aren't sure where to begin? This job and career class will teach you what to include in a cover letter, what an employer is looking for in a letter, how to structure it, and how to present yourself effectively in writing.

How to Make Your Resume ROAR (Results Oriented And Relevant)

10:00 AM-NOON, FRIDAY, MARCH 31

Harmony Library

10:00 AM-NOON, THURSDAY, APRIL 27

(Old Town Library)

Presenter: Tammy Olivas, Larimer County Workforce Center

In this job and career class, you will learn fundamentals and basic elements of a resume, as well as how to make your resume stand out in order to land an interview! You will learn about the different resume formats and current resume practices and techniques to better communicate what you have to offer to potential employers.

Secrets to a Great Job Interview

10:00-11:00 AM

THURSDAY, APRIL 6, Old Town Library

WEDNESDAY, APRIL 26, Harmony Library

Presenter: Jim Brokish, Interview Coach

What are the secrets to being great in a job interview? You need to tell specific stories from your past in a compelling way that show you are the perfect candidate. In this job and career class, Jim Brokish, an interview coach and retired Hewlett Packard manager, will give real examples, discuss why this works, and how you can make it work for you.

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HARMONY LIBRARY 4616 S. Shields Street

Jumpstart your Job Search with Skillful.com

10:00 AM-NOON, TUESDAY, APRIL 11

Harmony Library

Presenter: Sara Robertson, Career Consultant

Get started on the SKILLFUL path to better job searching! Learn how SKILLFUL's tools can support you in your job search. Whether you want to get some new skills, you're dreaming up a new career or you need to get a job quickly to pay the bills, figure out your SKILLFUL game plan for success.

LinkedIn For Job Searching

9:00-11:00 AM, FRIDAY, APRIL 28

Harmony Library

Learn the basics of LinkedIn and how it can help you with your job search. Participants will have time to work on their LinkedIn profiles in the second half of the class.

Three Secrets to Job Search Success

10:00 AM -12:00 PM, THURSDAY, MAY 4

Old Town Library

Presenter: Tammy Olivas, Larimer County Workforce Center

If you are someone who prefers using a map, rather than wandering around looking for your destination, this workshop is for you. After this workshop, you will know what steps to take to make your job search effective and which Workforce Center services can help you accomplish your career goals.

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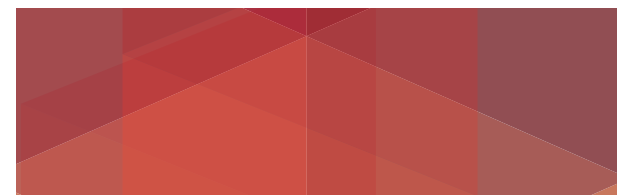


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Career Exploration

9:00-11:00 AM, FRIDAY, MARCH 3

Harmony Library

Looking for a new career? During this interactive job and career class, you will take a matchmaker and skills test through the Career Cruising database and will explore other career resources. At the end of this class, you will have a list of possible careers geared towards your interests as well as salary and job outlook information.

Capital Campaigns and Cultivating Major Donors

4:00-5:00 PM, FRIDAY, MARCH 24

Old Town Library

Presenter, Annette Geiselman, Development Manager, PVH & MCR Foundation

Annette Geiselman, Development Manager for PVH and MCR Foundation, will share her expertise in creating capital campaigns, and will discuss her best practices for cultivating major donors.

HTML5 & CSS

6:30 -8:30 PM, TUESDAY, APRIL 4, 11, 18, 25

Harmony Library

Learn the basics of HTML 5 and CSS in this four part class. Participants will be introduced to the structure of an HTML page and will find out how to format text, create links, insert images, and link to a stylesheet. Intermediate computer skills are required. Participants will need to be available for all four classes and have an email account. Registration begins March 6. Call 970-221-6740 to register.

Career Planning and Transitions

7:00-8:30 PM, THURSDAY, APRIL 20

Harmony Library

Presenter: Carrie Pinsky, Pink Sky Career Counseling

This workshop is for anyone contemplating a career change or in the midst of a career transition.

Participants will be guided through a contemplative practice to activate the top 5 qualities necessary for a successful transition. We will also explore key ways to keep your career alive and thriving in today's market place. You will leave the workshop with a list of action steps to help you get moving in the direction of your dreams.

Career Advancement Tips

6:30-7:30 PM, WEDNESDAY, APRIL 26

Harmony Library

Advancing your career is a great tactic for improving your overall financial health. This class will cover hot jobs, workforce trends, free resources, paying for professional advice, plus tips for using LinkedIn. We'll explore options that apply whether you want to stay in your current industry or try something new.

Your Board and Fundraising: Webinar

4:00-5:00 PM, FRIDAY, APRIL 28

Old Town Library

Presenter, Foundation Center Webinar

The purpose of this webinar is to think systematically through the process of getting your board involved with fundraising. This process involves some key elements:

- Understanding the role of your board
- How to overcome board member concerns regarding fundraising
- Ways the board can participate in the fundraising process
- Tips for strengthening your fundraising board

Active Shooter Training for Business and Nonprofits

4:00-5:00 PM, FRIDAY, MAY 5

Old Town Library

Presenter, Fort Collins Police Department Staff

Fort Collins Police staff will walk businesses and nonprofits through the steps of dealing with an active shooter situation.

JOB SEARCHING

Job Searching Strategies-- The Hidden Job Market

10:00 AM-NOON

MONDAY, MARCH 6, Old Town Library

WEDNESDAY, MAY 10, Harmony Library

Presenter: Tammy Olivas, Larimer County Workforce Center

This workshop will help you understand today's job market and the best practices for job searching in Northern Colorado. At the end of this workshop, you will have the knowledge and tools to execute a strategic job search that is effective and most likely to get you the results you desire.

Fearless Interviewing

7:00-8:30 PM, WEDNESDAY, MARCH 8

Harmony Library

Presenter: Carrie Pinsky, Pink Sky Career Counseling

Communicating our worth in a compelling manner is not an easy skill to master yet it is key to landing good fit opportunities. Participants will learn techniques to go beyond the typical interview Q and A in order to become a true catalyst for their own success. We will explore new skills and have a chance to prepare and practice in a supportive environment. We will bust through the fear and participants will leave feeling strong and empowered.

Drop-In Job Help

9:00 AM-11:00 AM

THURSDAYS, MARCH 23, APRIL 13, MAY 18

Old Town Library

Stop by Old Town Library to get help with your resume, job search, and LinkedIn profile. No appointment needed. March 23 and April 13, Storytime Room. March 23 and May 18, Study Room A.

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