

## JOB SEARCHING PROGRAMS

### Cover Letters

**10:00 - 11:00 AM, FRIDAY, SEPTEMBER 1  
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 workshop will teach you what to include in a cover letter, how to structure it, and how to present yourself effectively in writing.

### How to Make Your Resume ROAR

**10:00 - 11:30 AM, FRIDAY, SEPTEMBER 8  
Harmony Library**

**10:00 - 11:30 AM, THURSDAY, DECEMBER 7  
Old Town Library**

*Presenter: Tammy Olivas, Larimer County Workforce Center*

Gain insight as to what employers are looking for in a resume and how to tailor your resume to each opportunity you are pursuing.

### Secrets to a Great Job Interview

**10:00-11:00 AM, WEDNESDAY, SEPTEMBER 27  
Harmony Library**

**10:00-11:00 AM, FRIDAY, OCTOBER 20  
Harmony Library**

**10:00-11:00 AM, THURSDAY, NOVEMBER 9  
Old Town Library**

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.

### Drop-In Job Help

**9:00-11:00 AM**

**THURSDAY, SEPTEMBER 28**

**Old Town Library**

**THURSDAY, OCTOBER 19**

**Old Town Library**

**WEDNESDAY, OCTOBER 25**

**Harmony Library**

**THURSDAY, NOVEMBER 16**

**Old Town Library**

**THURSDAY, DECEMBER 14**

**Old Town Library**

Stop by the library to get help with your resume, job search, and LinkedIn profile. No appointment needed.

### Job Search Strategies

**10:00-11:30 AM, THURSDAY, OCTOBER 5  
Old Town Library**

**10:00-11:30, WEDNESDAY, NOVEMBER 15  
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.

### Compete and Succeed: Maximize Your Job Search Self-Marketing

**10:00 AM - NOON, THURSDAY, OCTOBER 26  
Old Town Library**

*Presenter: Mike Kohler, Larimer County Workforce Center*

You can't control your age but you can control how you present yourself to employers. This workshop will give you the right tools.



**ANNE MACDONALD**, Business Librarian  
*amacdonald@poudrelibraries.org*

**SARAH SCOBAY**, Nonprofit Resources Librarian  
*sscobey@poudrelibraries.org*

**MOLLY THOMPSON**, Jobs and Careers Librarian  
*mthompson@poudrelibraries.org*

#### OLD TOWN LIBRARY

201 Peterson St.

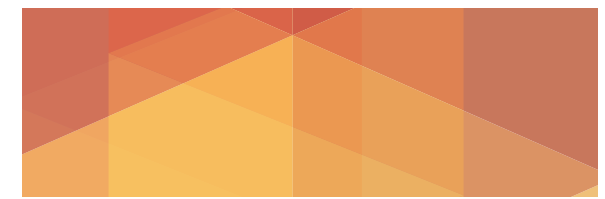
#### COUNCIL TREE LIBRARY

2733 Council Tree Ave.

#### HARMONY LIBRARY

4616 S. Shields Street

[www.poudrelibraries.org](http://www.poudrelibraries.org)  
221-6740



# NONPROFIT, BUSINESS & CAREER CLASSES

**FALL 2017**



## **NON-PROFIT, BUSINESS & CAREER DEVELOPMENT PROGRAMS**

### **HTML5 & CSS3 Parts 1-4**

**6:30-8:30 PM, TUESDAY, SEPT. 5, 12, 19, 26**  
**Harmony Computer Lab**

*Presenters: Kristen Draper & Molly Thompson*

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. Registration required. Call (970) 221-6740 starting August 22.

### **Student Loan Strategies**

#### **Money Matters Series**

**6:30-7:30 PM, WEDNESDAY, SEPTEMBER 20**  
**Harmony Library**

*Presenter: Financial Aid Experts in Our Community*

43 million Americans hold over 1.3 trillion dollars in student loan balances, with the cost of repayment often leading to tremendous financial burden. This class will explore options for reducing or avoiding student loan debt, including government repayment programs, grants and scholarship options, the pros and cons of consolidation, and common mistakes to avoid.

### **It's Not About Time**

**6:30-7:30 PM, WEDNESDAY, SEPTEMBER 27**  
**Harmony Library**

*Presenter: Nan Russell*

Why do some people achieve career or business goals, maximize results, and even accomplish their dreams, while others tread water in a sea of busyness? Discuss myths and truths about time-management, explore uncommon practices that enable productivity and results, and discover the next essential skill those who want to thrive at work and in life require in this age of 24/7/365 connectivity. Based on research from the presenter's new book, *It's Not About Time*.

### **Everyday Leadership**

**6:30-7:30 PM, WEDNESDAY, OCTOBER 11**  
**Harmony Library**

*Presenter: Pat Wagner, Pattern Research, Inc.*

Regardless of your position, leadership skills are necessary for long term success. When you wear your "leader" hat, you are focused on the future and the big picture: your mission and vision, relationships with political and financial decision-makers, and collaborations with other organizations. Learn how to prepare for the challenges of change in the 21st century and grow in your role as a leader.

### **Medicare Planning**

**6:30-7:30 PM, WEDNESDAY, OCTOBER 18**  
**Harmony Library**

*Presenter: Robin Hastings, Licensed Medicare Agent*

Planning for Medicare can be confusing and overwhelming; however, it is very important that we address it. This session will assist you in gaining a clearer picture of the current plans, parts, supplements, periods, providers, and other options that are available to you.

### **Developing the Entrepreneurial Spirit - Why We All Need to Think Like Owners**

**6:30-8:00 PM, WEDNESDAY, OCTOBER 25**  
**Harmony Library**

*Presenter: Carrie Pinsky*

Whether you are looking for a job, exploring a new career or thinking of hanging up your own shingle, an ENTREPRENEURIAL attitude is essential in today's world of work. Come explore the key attributes, attitudes and actions that bring momentum and drive forward motion in our careers.

**OLD TOWN LIBRARY** 201 Peterson St.  
**COUNCIL TREE LIBRARY** 2733 Council Tree Ave.  
**HARMONY LIBRARY** 4616 S. Shields Street

### **Self-Publishing @ Your Library**

**6:00 - 7:30 PM, THURSDAY OCTOBER 26**  
**Harmony Library**

*Presenter: Anne Macdonald, Business Librarian*

The Library's new selection of free, easy-to-use self-publishing tools will help you write, format, and self-publish your work through the Library. This hands-on class starts with an introduction to our new Pressbooks platform for writing, designing, and formatting your eBook; we'll then move on to our SELF-e service for self-publishing your eBook and adding it to the Library's catalog and the "Indie Colorado" collection of local authors. Open to all writers; no previous eBook or publishing experience necessary.

### **Creating an eBook: Intro to Pressbooks**

**6:00 - 7:30 PM, THURSDAY, NOVEMBER 2**  
**Harmony Library**

*Presenter: Anne Macdonald, Business Librarian*

Want to write and self-publish your novel, poetry collection, memoir, or other creative writing? Not sure how to create and format an eBook? Pressbooks helps you to create professional-quality versions of your book in ePUB, MOBI, PDF and other formats – all through the Library. The platform allows you to add and edit information about your book, write and organize your content, and format the overall design of your work including cover art. Recommended for new and seasoned writers interested in learning how to create an eBook for self-publishing.

### **Emergency Preparedness for Business and Non-Profits**

**3:00-4:00 PM, WEDNESDAY, NOVEMBER 8**  
**Harmony Library**

*Presenter: Dave Greenhouse, American Red Cross*

The Red Cross assists organizations and individuals to be more prepared to respond to a crisis event that impacts their office locations, business operations and staff. This includes:

- tools to help assess the current ability to respond
- tools to help plan and prepare for these events
- assistance in designing and conducting exercises to validate these plans, and
- consulting to improve existing plans.

### **Self-Publishing for Writers: Intro to SELF-e**

**6:00 - 7:30 PM, THURSDAY NOVEMBER 9**  
**Harmony Library**

Calling all writers! Learn how to publish your novel, memoir, poetry collection, comic book, or other writing using the Library's new SELF-e™ publishing and discovery platform. Recommended for writers with an existing eBook in either PDF or ePUB2 or 3 formats. Use a simple online form to submit your eBook to the Poudre Libraries catalog AND make it accessible to readers statewide through "Indie Colorado," an online collection of works by local writers available at participating Colorado public libraries like ours. You'll also learn about other self-publishing options available through the SELF-e service.

### **Considering an Investment Property?**

#### **Money Matters Series**

**6:30-7:30 PM, WEDNESDAY, NOVEMBER 15**  
**Harmony Library**

*Presenter: Local investment professionals*

Attend this session before you take the plunge! Whether you are considering a single property or a multi-plex unit this class offers a great way to learn about tax considerations, pros and cons of being a landlord, decisions regarding self-managing or hiring a property management firm, and how the lending requirements for an investment are different than for your primary residence.

