

JOB SEARCHING

Cover Letters

**10:00-11:00 AM, FRIDAY, JANUARY 12
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

(Results Oriented And Relevant)

**10:00-11:30 AM, FRIDAY, JANUARY 19
HARMONY LIBRARY**

**10:00-11:30 AM, THURSDAY, MARCH 1
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

**10:00-11:30 AM, THURSDAY, JANUARY 25
OLD TOWN LIBRARY**

**10:00-11:30 AM, WEDNESDAY, FEBRUARY 21
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.

Compete and Succeed: Maximize Your Job Search Self-Marketing

**9:30-11:30 AM, THURSDAY, FEBRUARY 8
OLD TOWN LIBRARY**

Presenter: Mike Kohler

Many experienced, highly-skilled workers of all ages discover barriers as they look for job opportunities in a tight labor market. Too often, employers may make assumptions or have biases that mistakenly screen out some of the best qualified candidates. Through a blend of attitude and action, you can overcome those barriers.

Job Search Strategies

**10:00-11:30 AM, FRIDAY, FEBRUARY 23
HARMONY LIBRARY**

**10:00-11:30 AM, THURSDAY, MARCH 22
OLD TOWN 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.

Job Searching Q&A

**12:00-1:00 PM, FRIDAY, MARCH 30
HARMONY LIBRARY**

Presenter: Carrie Pinsky, Pink Sky Counseling

Lunchtime Session: Whether you are in the midst of a job search or thinking about looking for a new job, you are bound to have questions. Career counselor, Carrie Pinsky, will give a brief talk about job search strategies and will be answering questions from the audience for the rest of the hour. (Feel free to bring your lunch (and your questions).)

Drop-In Job Help (Ayuda para Buscar Trabajo)

**9:00 - 11:00 AM, THURSDAYS,
JANUARY 18, FEBRUARY 22, MARCH 8
OLD TOWN LIBRARY**

Stop by the Library to get help with your resume, job search, and LinkedIn profile. No appointment needed. *Pase por la biblioteca de Old Town para que le ayudemos con su resume, busqueda de trabajo, y con su cuenta de LinkedIn. No se necesita hacer cita.*

Drop-In Job Help

**9:00 - 11:00 AM, WEDNESDAYS,
JANUARY 31, MARCH 21
HARMONY LIBRARY**

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

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

FINANCE

Need to Know: Tax Info

**6:00-7:00 PM, WEDNESDAY, JANUARY 17
HARMONY LIBRARY**

Presenter: Nancy Patton, PSCU

Gain valuable knowledge about preparing your own taxes, what questions to ask when choosing a professional preparer, and how to find the local FREE tax preparation programs. Learn what is new for this year's returns, tax fraud avoidance tips, and tax prep resources.

Hacked About ID Theft?

**6:00-7:00 PM, WEDNESDAY, FEBRUARY 21
HARMONY LIBRARY**

Has all the hacking news got you pretty hacked off? Join us to learn ways to minimize your risk of identity theft. We'll talk about data breaches, online safety practices, email scams, password tips, phone scams, and more. Fight back by getting informed.

Do the (side) Hustle!

**6:00-7:00 PM, WEDNESDAY, MARCH 21
HARMONY LIBRARY**

Learn all the right steps and moves if you are considering a side job for extra income. Want to join the gig economy, turn a hobby into extra cash, or leave the cubicle to start your own business? We'll talk honestly about the opportunities and challenges of being your own boss. Learn about the many resources available to help make the experience a smooth move.



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NONPROFIT, BUSINESS & CAREER CLASSES

WINTER 2018



**POUDRE RIVER
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**CONNECT
TO CURIOSITY**

PROFESSIONAL DEVELOPMENT

From 'Making a Living' to Creating a Life

**6:30-7:30 PM, THURSDAY, JANUARY 18
HARMONY LIBRARY**

Presenter: David Firth, Consultant and Executive Coach

From 'Making a Living' to Creating a Life shows people how they can truly enjoy and derive deep satisfaction from their work, whatever it is they happen to do for a living. David challenges the default conversation in our society that work is, at best, the thing that earns the money to pay for what we'd rather be doing, or, at worst, that it's a curse for not having been born rich. What if we had a new vision for work, not as a necessary evil, but as a source of all the great things we want our lives to be; an expression of who we are; a way of serving rather than getting; a legacy we want to leave to the world?

Inside Edge on Hiring:

Meet and Greet with Local Businesses

**3:30-5:00 PM, THURSDAY, FEBRUARY 1
HARMONY LIBRARY**

Presenters: Business Panel

Have you ever wondered who they are? What they do? What are the occupations they hire? What the company culture is like? Best ways to get a foot in the door? This is your opportunity to learn, to ask, to get to know!

Self-Publishing @ Your Library

**3:30-5:00 PM, FRIDAY, FEBRUARY 2
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. This first of three classes will introduce you to self-publishing in general, and what to expect as you work through the Poudre Libraries' new self-publishing platform Pressbook and SELF-e. You'll be introduced to the Pressbooks platform for writing, designing, and formatting your eBook or print book (Intro to Pressbooks Feb. 9) and to SELF-e, a library service for getting your ebook out into the world through Poudre Libraries catalog and the "Indie Colorado" collection of local authors

(Feb. 16). Open to all writers, no previous eBook or publishing experience necessary.

Creating an eBook: Intro to Pressbooks

**3:30-5:00 PM, FRIDAY, FEBRUARY 9
HARMONY LIBRARY**

Presenter: Anne Macdonald, Business Librarian

Want to write and self-publish your novel, poetry collection, memoir, or other creative work but you're not sure how to create and format an eBook or print-on-demand book? Pressbooks helps you create professional-quality versions of your book in ePUB, MOBI, PDF and other required formats for self-publishing--all through Poudre Libraries. The platform allows you to add and edit information about your book, write and organize your content, format the overall design of your work, including the cover art. In the end, you'll have your eBook ready for submission to any online bookstore. Recommended for new and seasoned writers interested in learning how to take their book and turn it into an eBook or print-on-demand book for self-publishing.

Self-Publishing for Writers:

Intro to SELF-e

**3:30-5:00 PM, FRIDAY, FEBRUARY 16
HARMONY LIBRARY**

Presenter: Anne Macdonald, Business Librarian

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 ePUB, MOBI, PDF or other required formats (attend Introduction to Pressbooks to create your book in these formats). Use SELF-e's 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.

How to get your website found on

search engines - SEO best practices

**12:00-1:00 PM, FRIDAY, MARCH 23
OLD TOWN LIBRARY**

Presenter: Stu Crair, Digital Workshop Owner

Lunchtime session: SEO, or Search Engine

Optimization, is a process of optimizing your website so it ranks higher in search engine result listings. All businesses today need to factor in an SEO plan into their greater marketing plan in order to maximize how people may find them on search engines. In this class, you will learn some tips and tricks for helping your website cut through the noise, rank higher, and drive more people to your site. (Feel free to bring your lunch.)

NON-PROFIT PROGRAMS

FoCo Nonprofit Networking Group

3:00-4:00 PM, WEDNESDAYS

**JANUARY 17, FEBRUARY 28, MARCH 28
HARMONY LIBRARY**

Join the Fort Collins based peer-to-peer networking group for nonprofit organizations. Come to share your experiences and learn from others by discussing the most pressing issues you're facing or ask questions you've never been sure where to find the answers. Work with our own Poudre River Public Library District, Nonprofit Resources Librarian to find and share resources for nonprofit management. Whether you're supporting a start-up or a seasoned organization, we'd love for you to join us.

Join our Facebook group to stay in touch and keep posted on the next meeting and any follow-up resources from our discussions. <https://www.facebook.com/groups/169414506916147/>

Capacity Building Competencies for Nonprofits

**3:00-4:00 PM, THURSDAY, FEBRUARY 15
HARMONY LIBRARY**

Presenter: Art Bavoso, Third Sector Enterprises

In nonprofits, capacity is defined as a knowledge and/or resource that can give the staff and volunteers of the organization the potential to perform certain activities at a higher level. Competency is the actual demonstration or performance of such knowledge and/or resources. There are four main capacities (Adaptive, Leadership, Management and Technical) and this hour-long presentation will describe the specific ways these capacities can be observed and manifested.

Elevate Trust for Your Nonprofit

**3:00-4:00 PM, WEDNESDAY, FEBRUARY 21
HARMONY LIBRARY**

Presenter: Jennifer Hahnke, with the Better Business Bureau

Better Business Bureau's goal is to help people find businesses and charities they can trust. As donors increasingly seek out third-party information on nonprofits prior to giving, it is important that local organizations place an emphasis on nonprofit management including governance and financial responsibility and oversight. In this training, you will learn about BBB's free Charity Accreditation process and how you can utilize BBB Accreditation to elevate your mission and amplify your nonprofit brand by signaling your charity's commitment to trust, ethics and transparency.

Accounting for Your Goals for Nonprofits

**12:00-1:30 PM, WEDNESDAY, MARCH 7
HARMONY LIBRARY**

Presenter: Chyla Graham, President/CPA On Lines, CNRG Accounting Advisory, LLC

Chyla's intended audience is Executive Directors, Director of Operations, and leadership teams. By starting with the end in mind, we'll look at your organizational goals and see if your accounting reflects them. We'll consider some of the roadblocks and how to break them down. At the end of the session, attendees will have a better understanding of how their accounting can help reach their organizational goals. Attendees will have a worksheet to go through and take with them. Please RSVP to sscobey@poudrelibraries.org by March 3, to receive your worksheet. Feel free to bring your lunch.



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