



**Office of Community Wealth Building
 Conrad Center Career Station
 Calendar of Activities
 1400 Oliver Hill Way
 Office: 804-356-2703**

		Wednesday	Thursday	Friday
<p>“Seventy Percent of Success in Life is Showing Up.” – Woody Allen</p>		<p>1 Workplace Excellence Workshop (Adaptability) 10:00 AM to 11:00 AM (C. Wyche)</p> <p>Workplace Excellence Workshop (Respectability) 11:15 AM to 12:15 PM (C. Wyche)</p>	<p>2 Conflict in the Workplace Workshop 2:00 PM to 4:00 PM (Business Services L. Payne)</p>	<p>3 Intensive Job Search Activities 8:30 AM to 12:30 PM</p> <p>1st Impressions Workshop 10:00 AM to 11:30 AM (Business Services L. Payne)</p> <p>Center Closes at 1:00 PM</p>
<p>6 Worknet Solutions 10:00 AM to 11:00 AM (C. Wyche)</p>	<p>7 Information Session 10:00 AM to 11:00 AM (K. Lewis)</p>	<p>8 Workplace Excellence Workshop (Dependability) 10:00 AM to 11:00 AM (J. Sivells-McGrady)</p> <p>Workplace Excellence Workshop (Presentability) 11:15 AM to 12:15 PM (J. Sivells-McGrady)</p>	<p>9 Power Point Workshop 2:00 PM to 3:00 PM (Business Services L. Payne)</p>	<p>10 Intensive Job Search Activities 8:30 AM to 12:30 PM</p> <p>Center Closes at 1:00 PM</p>
<p>13 Smart Goals 10:00 AM to 11:00 AM (J. Sivells-McGrady)</p>	<p>14 Information Session 10:00 AM to 11:00 AM (D. Young)</p>	<p>15 Workplace Excellence Workshop (Reasonability) 10:00 AM to 11:00 AM (K. Lewis)</p> <p>Workplace Excellence Workshop (Suitability) 11:15 AM to 12:15 PM (K. Lewis)</p>	<p>16 Resume Writing Workshop with Janette McGrady & Chaya Braxton 10:00 AM to 12:00 Noon (J. McGrady)</p> <p>Steve’s and Sons Recruitment Event 2:00 PM to 4:00 PM (Business Services L. Payne)</p>	<p>17 Intensive Job Search Activities 8:30 AM to 12:30 PM</p> <p>Center Closes at 1:00 PM</p>

<p>20 Worknet Solutions 10:00 AM to 11:00 AM (K. Lewis)</p>	<p>21 Information Session 10:00 AM to 11:00 AM (D. Young)</p> <p>Careers in Construction 10:00 AM to 1:00 PM (Business Services L. Payne)</p> <p>Teleperformance Recruitment Event 2:00 PM to 4:00 PM (L. Payne)</p>	<p>22 Workplace Excellence Workshop (Transitionability) 10:00 AM to 11:00 AM (D. Young)</p> <p>Workplace Excellence Workshop (Communicationability) 11:15 AM to 12:15 PM (D. Young)</p>	<p>23 Bergman Brothers Recruitment Event 2:00 PM to 4:00 PM (Business Services L. Payne)</p>	<p>24 Intensive Job Search Activities 8:30 AM to 12:30 PM</p> <p>Center Closes at 1:00 PM</p>
<p>27 Smart Goals 10:00 AM to 11:00 AM (D. Young)</p>	<p>28 Information Session 10:00 AM to 11:00 AM (J. Siveills-McGrady)</p>	<p>29 Workplace Excellence Workshop (Workability) 10:00 AM to 11:00 AM (C. Wyche)</p> <p>Workplace Excellence Workshop (Writeability) 11:15 AM to 12:15 PM (C. Wyche)</p>	<p>30 Career Connect: "Real Talk" 2:00 PM to 4:00 PM (Business Services L. Payne)</p>	<p>31 Intensive Job Search Activities 8:30 AM to 12:30 PM</p> <p>Center Closes at 1:00 PM</p>

Workshop and Activity Descriptions

Bridging the Gap: This workshop is designed to help the homeless, ex-felons, veterans and others looking for work or training. Come find out how they can help.

Career Connect: When looking for work, establishing a networking system is very important. Join our staff and others and discover how to professionally present yourself to employers.

Assessment Testing: Standardized and timed interest and aptitude assessment for education and career guidance. The comprehensive reports provide career recommendations that align with your interests and aptitudes.

Smart Goals: Setting goals is easy but achieving them is not always easy. This workshop will guide you in the process of making your goals more attainable. Learn the 5 steps of goal setting, making them **Specific, Measurable, Achievable, Realistic** and **Time Oriented**.

Workplace Excellence Workshop Series: This series consists of 10 modules designed to help people understand and deliver what employers really want in today's workplace.

- **Adaptability:** Today's workplace is changing faster than ever. Learn how to navigate success in this new environment.
- **Communicationability:** Gain tips on how to use your best verbal and non-verbal communication skills in the workplace.
- **Dependability:** Learn to maximize your time in the workplace. It's more than being on time for work. It's about the work.
- **Presentability:** Understand the importance of company image; one can obtain a professional wardrobe inexpensively.
- **Reasonability:** Learn to use reason to solve problems on the job for positive outcomes that lead to success.
- **Respectability:** Companies need employees who get along and bring out the best in each other. Learn what that really means.
- **Suitability:** When hiring, employers look for a 'good fit'. Come find out if you can fit in culturally and do the job well.
- **Transitionability:** Learn how to prepare for a new job and succeed in the first 90 days, and maintain life/work balance.
- **Workability:** Learn the realities of the workplace by understanding your supporting role in a company and their bottom-line to make money and provide service.
- **Writeability:** Learn how to write and deliver written communication in the workplace. Receive tips on email, text writing and more.