

CAREER SKILLS SEMINARS

INTERACTIVE SEMINARS BY GAY KIMMEL, HIGH SCHOOL PROGRAM DIRECTOR
EMPIRE COLLEGE

Looking for assistance in preparing students for successful completion of Sonoma County Work-Ready Certification? Gay Kimmel, High School Program Director for Empire College in Santa Rosa, will come to your class and conduct free seminars in the following areas:

Components of a Successful Resumé

Why do I need one? What's important when creating one? Look at your abilities and talents and translate them into workable skills for your resumé

Solving the Career Puzzle: How to discover the career & education path that's right for you!

Are you looking in the right career/education direction based on the whole YOU? Learn to take a look at not only your abilities, interests and values, but also your personality style.

Interviewing: Tips for Success

Whether you are interviewing for a job, a college acceptance, or a scholarship, these tips will help you present yourself successfully. Learn some key questions you will probably be asked in an interview and ones you should ask. Learn what to wear and what not to wear.

Customer Service: Job Tips...Get it, keep it, and shine!

Learn the reasons teen employees lose their jobs. Learn the attributes employers want in their teen employees. What is terrific customer care? How does one handle customer complaints? What is proper telephone etiquette? Students will even solve on-the-job scenarios.

To schedule one or more of these seminars for your classes, contact:

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