



Cuyahoga County
Public Library

Job and Career Services Workshops

WINTER 2014



Scan me to
learn more about
cuyahogaworks.org



Cuyahoga County Public Library



FIND US ON:  

 **cuyahoga**
works
Job & Career Services @
Cuyahoga County Public Library

cuyahogalibrary.org

Achieving Work-Life Balance

Wednesday, January 29th / 6:30 – 8:30 p.m.
Independence Branch
6361 Selig Drive / 216.447.0160

The Basics of Résumés for Teens

Wednesday, February 19th / 4:00 – 5:30 p.m.
Warrensville Heights Branch
4415 Northfield Road / 216.464.5280

Behavior-Based Interviewing

Wednesday, January 8th / 6:30 – 8:30 p.m.
Solon Branch
34125 Portz Parkway / 440.248.8777

Tuesday, February 11th / 2:00 – 4:00 p.m.
Fairview Park Branch
21255 Lorain Road / 440.333.4700

LinkedIn Basics

Monday, January 13th / 6:30 – 8:30 p.m.
Parma Branch
6996 Powers Boulevard / 440.885.5362

Monday, January 27th / 6:30 – 8:30 p.m.
Garfield Heights Branch
5409 Turney Road / 216.475.8178

Monday, February 10th / 6:30 – 8:30 p.m.
North Royalton Branch
5071 Wallings Road / 440.237.3800

New Year, New Job Seeker

Monday, January 6th / 6:30 – 8:30 p.m.
North Royalton Branch
5071 Wallings Road / 440.237.3800

Tuesday, January 7th / 6:30 – 8:30 p.m.
Mayfield Branch
500 SOM Center Road / 440.473.0350

The Over-40 Job Seeker

Wednesday, February 5th / 6:45 – 8:45 p.m.
Brook Park Branch
6155 Engle Road / 216.267.5250

Tuesday, February 25th / 2:00 – 4:00 p.m.
Independence Branch
6361 Selig Drive / 216.447.0160

Registration is required for all workshops.

To register, visit cuyahogalibrary.org or call the host branch.

For all other Job and Career Services, please call 216.475.2225.

Résumé & Cover Letter Tips & Trends

Tuesday, January 14th / 2:00 – 4:00 p.m.
Brecksville Branch
9089 Brecksville Road / 440.526.1102

Thursday, February 13th / 6:30 – 8:30 p.m.
Parma-Snow Branch
2121 Snow Road / 216.661.4240

Tuesday, February 25th / 6:30 – 8:30 p.m.
Warrensville Heights Branch
4415 Northfield Road / 216.464.5280

Salary & Other Workplace Negotiations

Tuesday, January 7th / 2:00 – 4:00 p.m.
Fairview Park Branch
21255 Lorain Road / 440.333.4700

Thursday, January 30th / 6:30 – 8:30 p.m.
Strongsville Branch
18700 Westwood Drive / 440.238.5530

Steps to Effective Interviewing

Monday, January 27th / 6:30 – 8:30 p.m.
Middleburg Heights Branch
15600 East Bagley Road / 440.234.3600

Thursday, February 27th / 6:30 – 8:30 p.m.
Strongsville Branch
18700 Westwood Drive / 440.238.5530

Utilizing LinkedIn

Friday, January 24th / 2:00 – 4:00 p.m.
Maple Heights branch
5225 Library Lane / 216.475.2225

Monday, February 24th / 6:30 – 8:30 p.m.
Parma Branch
6996 Powers Boulevard / 440.885.5362

What Teens Need to Know About Applications & Interviewing

Wednesday, January 22nd / 4:00 – 5:30 p.m.
Warrensville Heights Branch
4415 Northfield Road / 216.464.5280

Program Descriptions

Achieving Work-Life Balance

In this workshop, learn how to sort through the dilemma of work-life balance and determine if it is truly balance or satisfaction that you are seeking. Also, learn about popular workplace flexibility trends and what employers can do to create a satisfactory work environment and provide practical solutions to help you move toward balance.

The Basics of Résumés for Teens

Attention teens are you looking for a Summer job? If so, join us for an interactive workshop that will teach you how you can create an impressive resume with or without actual work experience. You will also be introduced to “Got Resume Builder” a program that you can use later to build your resume for free when you access Cuyahoga County Public Library’s databases with your library card.

Behavior-Based Interviewing

Learn how to answer competency-based or behavior-based interview questions that are popular with hiring managers today. This program will include a session with mock interviews.

LinkedIn Basics

Aimed at LinkedIn beginners, this workshop will provide you with an understanding of the basics and the intent behind LinkedIn. Learn how to create a LinkedIn account, set up privacy settings and build a profile and professional network. Prerequisites: Computer Essentials and Internet Essentials or equivalents.

New Year, New Job Seeker

Who says no one keeps resolutions? Ring in the new year by learning tips for reorganizing your 2014 job search. This includes tips for setting new, achievable goals; revising your résumé and job search strategies; and developing a winning attitude that will lead to a successful job search!

The Over-40 Job Seeker

This informative and motivational workshop provides hands-on job search strategies and resources for over-40 job seekers who want to increase their marketability and success in today’s job field.

Résumé & Cover Letter Tips & Trends

Tired of revising the same résumé over and over again? Or have you been asking yourself, “Do I really need to send out a cover letter?” If so, then join us for an enriching workshop that offers the latest tips and trends that you can use to help your résumé and cover letter stand out from the rest!

Salary & Other Workplace Negotiations

Learn the necessary steps of an effective salary negotiation and prepare for the various rounds of the “negotiating game” in the job search process, beginning before the first interview. We’ll also cover crucial conversations that involve asking for a raise or a bonus and negotiating an alternative work schedule or a severance package.

Steps to Effective Interviewing

Congratulations! You’ve got the interview scheduled, now what? In this workshop, learn what you should and should not do before, during and after the interview. This will include both verbal and non-verbal cues through several phases of the interview process. There will be an opportunity to practice the phases of interviewing.

Utilizing LinkedIn

Utilizing LinkedIn will provide intermediate users with more detailed information about their LinkedIn Profile and how to create a positive presence as a jobseeker. This workshop will also expand on how to review and alter settings, utilize connections to network, and join groups and more. This workshop is aimed at current LinkedIn users that understand the basics and can navigate the site.

What Teens Need to Know About Applications & Interviewing

Attention teens are you looking for a Summer job? If so, join us for an interactive workshop that will help you learn some important tips about filling out job applications and job interviewing. You will also have a chance to practice your interview skills and review job applications for popular teen jobs.