



June 2021 Career Services Calendar

For questions or to RSVP and receive Zoom information, please email Program Coordinator Lisa Morris at HUBS@wjcs.com.

Wednesday, June 2
10:00 - 11:30 am

Best Practices to Prep for the Interview

Facilitated by: Michael Weiss, WJCS Career Specialist

The job specification typically provides enough information to 'see yourself' in the new position as part of your preparation. This visualization allows you to formulate your interview strategy, prepare for your core 4 interview questions and prepare insightful questions of your own for this important conversation. Preparation can instill confidence when you build tactics focused on the likely points of interview focus.

To RSVP and receive zoom information, please email Lisa Morris at HUBS@wjcs.com.

Monday, June 7
4:00-5:00 pm

Resume 101: Rethink and Reinvent Your Resume

This workshop is for those who are new to the WJCS COVID Relief Hub, as well as for those who have not updated their resume for a while. Join this small group to learn more about the program and discuss the current trends in resume writing to effectively present your qualifications to potential employers. Learn about the latest techniques to help your resume stand out from the competition and be noticed. ***This class is a requirement before meeting individually with a career specialist. Please send a copy of your resume to hubs@wjcs.com.***

Facilitated by: Naomi Koller, WJCS Career Specialist

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Wednesday, June 9
10:00 - 11:30 am

Build New Skills using Microsoft Office

Presenter: Michael Shore

A comprehensive beginner course that is perfect for those who want to master everything that Microsoft Office has to offer. Come ready with questions about Word and Excel and improve your computer skills.

Michael Shore is a corporate finance professional with extensive experience with Microsoft Office applications. He specializes in Excel and is well-versed in Word and PowerPoint. Ultimately, Michael is passionate about sharing his knowledge and looks forward to working with other professionals and empowering them to build new skills.

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Wednesday, June 16
10:00 - 11:30 am

Create an Action Plan through Virtual Networking + LinkedIn

Create an Action Plan through Virtual Networking + LinkedIn. **Up Your Networking Game...Now!** People are more accessible due to remote work during COVID, making it a perfect opportunity to network and build contacts. This workshop will show you how to use LinkedIn's features to reach out to those who can assist in furthering your job search.

Facilitated by: Naomi Koller WJCS Career Specialist

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Wednesday, June 23

10:00 - 11:30 am

Open Forum

Join us to discuss what is working and what is not with your job search. Get support and ideas from your peers. Be ready to share your progress with the group.

Facilitated by: The COVID Relief Hub Team Lisa Morris, Jill Schreibman, Naomi Koller and Michael Weiss.

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Wednesday, June 30

9:30- 11:00 am

Breath-Body-Mind: For Everyone Who Needs to Take a Break and a Deep Breath

Presenters: Ruth Rosenblum, LCSW & Brenda Haas, LCSW

Research has shown that Breath-Body-Mind practices, developed by integrative physicians Drs. Richard P. Brown and Patricia Gerbarg are highly effective in reducing the impact of stress and anxiety, both of which are so prevalent at this time. Using a series of gentle, easy movements and coherent breathing practices we will help restore much needed balance and calm the body and mind.

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