

CHRISTIAN STRONGHOLD CHURCH
Job & Career Management Ministry

Career Development Workshop:
**MAKING THE MOST OF
YOUR SKILLS**

Workshops led by
Trained & Knowledgeable Professionals



Saturday, October 21, 2017

HALF-DAY FORMAT!!

Morning:

8:30a.m. - 12:30p.m.

Afternoon:

12:30p.m. - 4:00p.m.

Attend both for only **\$5.00**

UPDATED WORKSHOPS!

Open to Members AND Non-members

MAXIMIZE YOUR SKILLS!

WHO SHOULD ATTEND?

- Members AND Non-members
- Blue & White Collar Professionals
- Employed, Unemployed
- Under-Employed
- Parents, Students & Retirees

YOU WILL BE LEAD BY PEOPLE WHO ARE

- Human Resource Managers
- Hiring Managers
- Business Managers/Leaders/Trainers
- Resume & Interview Experts
- Faith-Based Counselors
- Career Assessment Administrators
- Career , Life & Job Counselors

REGISTRATION OPTIONS:

- Following 1st & 2nd Sunday Worship Services
- After Wednesday Night Bible Study
- Online at: <http://www.JACM.info>

COST?...

Register for Morning, Afternoon

or **Both... Only \$5.00!**

WHAT TO BRING WITH YOU:

- Professional Dress
- Bible, Paper and Pen
- Your Questions (preferably in writing)
- Your Current Resume

CHRISTIAN STRONGHOLD CHURCH
4701 Lancaster Avenue, Phila., PA 19131
(215) 877-1530

Registration Form—PLEASE PRINT

Name: _____ Phone: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Occupation: _____ Member or Non-member

Morning Workshop (8:30a.m.) Afternoon workshop (12:30p.m.) Both

Workshop: _____ Workshop: _____

Registrar: _____ Amount Due: \$5.00 Cash Check#: _____

NON-REFUNDABLE AND NON-TRANSFERABLE

Workshop Leaders
Knowledgeable & Trained
6 WORKSHOPS AVAILABLE!
(3 Morning and 3 Afternoon)

WORKSHOP #1—Morning Session
“FINDING YOUR NATURAL GIFTS”

What you will learn:

- Determine your job abilities
- Match abilities with careers
- How to design a personal career

After Workshop, you will:

- See an expanded view of your career potential and your gifts
- Be ready to better explore career options
- Understand barriers to career entry

Workshop Leader Knowledge and Training:

- 1) Career and Job Counselor
- 2) Career Assessment Administrator
- 3) Faith-Based Life Counselor

WORKSHOP #2—Morning Session
“RESUME WRITING”

What you will learn:

- How to create a complete resume
- How to assess a career change decision
- What are your core & transferable skills

After Workshop, you will:

- Identify your writing strengths
- Create a Cover Letter & Resume
- Market your valuable skills to employers

Workshop Leader Knowledge and Training:

- 1) Human Resources Manager
- 2) Hiring Manager
- 3) Resume and Interview Expert

WORKSHOP #3—Morning Session
“SOCIAL MEDIA MANAGEMENT”

What you will learn:

- How to manage social media identity
- How to leverage social media for maximum career exposure

After Workshop, you will:

- Craft a professional social media identity
- Manage online communication to reach career objectives

Workshop Leader Knowledgeable and Training:

- 1) Social Media Technical Expert
- 2) Resume and Interview Trained Expert
- 3) Business Manager

WORKSHOP #4—Afternoon Session
“MANAGING YOUR JOB ISSUES”

What you will learn:

- How to analyze your career
- How to advance on your current job
- How to resolve on-the-job conflict
- How to build a career path profile & success strategy

After Workshop, you will:

- Negotiate a salary & performance rating
- Achieve advancement steps & objectives
- Handle challenging job situations
- Be wise as a serpent, and harmless as a dove (Matthew 10:16, KJV)

Workshop Leader Knowledge and Training:

- 1) Human Resources Manager
- 2) Hiring Manager
- 3) Career, Life & Job Counselor

WORKSHOP #5—Afternoon Session
“NETWORKING & INTERVIEWING”

What you will learn:

- Develop a job discovery plan
- Effective networking techniques
- Presentation, attire & etiquette
- How to interview successfully

After Workshop, you will:

- Improve your interviewing skills
- Boost your ability to speak confidently
- Network comfortably & answer interview questions effectively

Workshop Leader Knowledgeable and Training:

- 1) Resume and Interview Expert
- 2) Hiring Manager
- 3) Business Leader

WORKSHOP #6—Afternoon Session
“PSYCHOLOGICAL INTERVIEWING”

What you will learn:

- How to navigate ON-SITE job applications
- Identify what employers are looking for with their targeted questions

After Workshop, you will:

- Effectively manage on-site applications
- Understand hiring process through the on-site systems

Workshop Leader Knowledge and Training:

- 1) Human Resources Manager
- 2) Hiring Manager
- 3) Career Assessment Administrator