

## May 2015

### Job & Business Academy


Job Readiness, Computer, and Entrepreneurship Workshops

For one-on-one assistance visit us Monday through Saturdays at the Job Readiness Table on the 2nd floor.

**Spanish** assistance available Mondays through Saturdays and **Chinese** on Fridays

**REGISTER ONLINE FOR CLASSES OR TO CONTACT STAFF: [jobmap.queenslibrary.org](http://jobmap.queenslibrary.org)**

Classes are located in rooms C&D

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<u>Teach me Tuesdays:</u> learn about the job market and how to sell your skills <u>Work it Wednesdays:</u> gather your tools to work on a successful job search <u>Fearless Fridays:</u> venture to our dynamic entrepreneurship workshops					<b>1</b> <b>How do leading entrepreneurs think</b> 10-12	<b>2</b> <b>Intro to Computers</b> 4-6
<b>3</b>	<b>4</b>	<b>5</b> <b>Understanding the Labor Market</b> 6-8	<b>6</b> <b>Skills Identification</b> 10-12	<b>7</b>	<b>8</b> <b>Things to know before starting a business</b> 10-12	<b>9</b> <b>Intro to Internet</b> 4-6
<b>10</b>	<b>11</b>	<b>12</b> <b>Transferable Skills</b> 6-8	<b>13</b> <b>Resumes</b> 10-12	<b>14</b>	<b>15</b> <b>10 Steps to Creating an Online Business</b> 4-6	<b>16</b> <b>Intro to Email</b> 4-6
<b>17</b>	<b>18</b>	<b>19</b> <b>Intro to Marketable Skills</b> 6-8	<b>20</b> <b>Cover Letter</b> 10-12	<b>21</b>	<b>22</b> <b>Social Media for your Business</b> 4-6	<b>23</b> <b>Beginners Word</b> 4-6
<b>24</b>	<b>25</b>	<b>26</b> <b>Personal Branding</b> 6-8	<b>27</b> <b>Job Search Strategies</b> 10-12  <b>Business Planning Basics (Mandarin)</b> 6:30-8:30, Room IRC	<b>28</b>	<b>29</b> <b>Tapping into Free Business Resources</b> 4-6pm	<b>30</b> <b>Beginners Excel</b> 4-6
<b>31</b>						

**JOB SKILLS IDENTIFICATION**

In this job market, it is important not only to know your job skills but also be able to market them to employers. This workshop will cover how to define and categorize job skills, what skills are most sought by employers, and how to identify and market your own skills to potential employers.

**INTRODUCTION TO THE INTERNET**

Topics include terminology, using a web browser and search engine, the basic structure of a website and Internet safety. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills.

**INTRO TO COMPUTERS**

After this workshop, you will be able to begin to take advantage of everything a computer has to offer. Topics include computer terminology, using the mouse and touchpad, basic keyboarding skills and much more.

**HOW DO LEADING ENTREPRENEURS THINK**

In this class you will learn how to think like successful entrepreneurs.

**RESUMES**

Make your resume the best it can be. Topics include how to get started, types of resumes, what to include and exclude, and tips for making your resume stronger.

**BEGINNERS' WORD**

Learn how to create and save documents; format and edit text; copy, cut and paste items; and use the basic functions and commands of Microsoft Word. Basic computer skills are required.

**UNDERSTANDING THE LABOR MARKET**

Prepare yourself to start a successful job search! In this workshop participants will learn what you need to start a job search.

**THINGS TO KNOW BEFORE STARTING A BUSINESS**

Before you start your business there are things you will need to know. Learn the first steps you must take before jumping into your new venture.

**COVER LETTERS**

Topics include how to get started, what to include and exclude, and tips for making a cover letter stronger.

**BEGINNERS' EXCEL**

Learn how to navigate a spreadsheet, create workbooks, enter and edit data, and create charts and graphs. Basic computer skills are required.

**TRANSFERABLE SKILLS**

In this competitive job market, it is vitally important not only to know your job skills, but to be able to market those skills to potential employers during a job search. This workshop will show you how to do that.

**10 STEPS TO CREATING AN ONLINE BUSINESS**

Learn what it takes to starting a business online. Learn the resources available to start an online business.

**INTRODUCTION TO EMAIL**

Learn how to create an email account, log on, navigate your email account, send and receive emails and attach documents. While this is an introductory class, it is recommended that you have basic mouse and keyboarding skills.

**JOB SEARCH STRATEGIES**

Learn about general and career-specific websites and how to safely find and apply for jobs online.

**PERSONAL BRANDING ONLINE**

Find out how to monitor your online reputation, use social media while job seeking and create a strong LinkedIn profile. In this workshop, find out how to monitor your online reputation, use social media while job-seeking, and create a strong LinkedIn profile.

**TURNING YOUR DREAM INTO REALTY: TAPPING INTO FREE BUSINESS RESOURCES**

NYC is home to many free business resources. Learn which ones you should reach out to for all business help.

**ONLINE JOB APPLICATION**

Learn how to register and build an employment profile on a job website, apply to online job postings and upload your resume to an online application. Basic computer skills and an email account are required.

**INTRO TO MARKETABLE SKILLS**

In this competitive job market, it is vitally important not only to know your job skills, but to be able to market those skills to potential employers during a job search. This workshop will show you how to do that.

**SOCIAL MEDIA FOR YOUR BUSINESS**

Learn which social sites are best for you. Learn strategies to becoming successful in social media for your business.

**JOB & BUSINESS ACADEMY WORKSHOP DESCRIPTIONS**

Register for class at  
[jobmap.queenslibrary.org](http://jobmap.queenslibrary.org)