

Longview Schedule of Activities

Center Hours of Operation: Monday thru Friday (8:00 a.m. – 5:00 p.m.)

Location: 2430 S High St. STE A1, Longview, TX 75606

Phone: (903) 758-1783 Fax: (903)553-7200

September 2014

DAY(S)	TIME(S)	WORKSHOPS AND DESCRIPTIONS
Everyday	8:00 – 5:00	Veteran Services - We are Honored, Privileged and Committed to Serve our Veterans.
Every Tuesday	10:00 – 11:30	Making Connections - Network & Share Job Leads - Discuss Job Search Challenges. We will search, develop, polish & gain knowledge to make the job process work for the attendees, especially their personal feelings & spirit to go after that desired job. Each Tuesday is spent on a different topic.
Every Tuesday	1:30 pm	Creating a “Grab Your Attention” Resume - A professional resume is one of the most important documents in marketing yourself to employers. Learn how to evaluate your skills and develop a Value-Based resume complete with Professional References and a Cover Letter. Learn what it takes to make you resume stand out. Gather your information in order to build your new resume. Class held in our computer lab. Bring a USB Flash drive to save your resume.
Every Wednesday	10:00 – 11:00	Veterans VIP Club – A workshop for our Veterans. This weekly meeting will help link our Veterans with community resource, possible job leads through guest speakers.
Every Wednesday	1:30 – 3:30	Effective Job Search – This workshop is designed to teach you the tools needed for effective job search. We will look at and update your Work in Texas profile, visit different job search websites and discuss different job search strategies. Bring your resume to this workshop as we will use it to speed up the process. Also bring a USB flash drive for saving information.
Thursday, Sept. 4 th Sept. 18 th	10:00 – 11:00	Networking/Social Networking – 70% of jobs never get posted. It’s all about who you know. This workshop will discuss the importance of networking. It will cover different networking techniques including networking through social media. Tap into the hidden job market.
Thursday Sept 11 th	10:00 – 11:00	Generational Differences – One component of job success is our ability to understand and communicate effectively with everyone. Learning the differences in generations will help us in the workplace.
Every Thursday	1:30 – 3:30	It’s Interview Time- Don’t Blow It! – Interviewing techniques have changed over the last several years. This workshop covers various interviewing styles, the tough questions asked, questions you must ask and how to handle interviewing stress! Learn how to close the deal and land the JOB! Don’t miss out on your chance to sharpen your skills, be prepared to handle that interview and land the career job you want!
Every Thursday	8:30 – 10:30	(WIA) Workforce Investment Act Orientation - Learn more about staff assisted job search, education and training opportunities. Admission to this workshop requires a complete registration in Work In Texas (www.workintexas.com) which includes Personal, Background, Skills, and Resume Sections as well as a <i>completed</i> “Workforce Investment pre-application” which can be obtained at any Workforce Solutions of East Texas site. Please bring a copy of your state ID or driver’s license, social security card and birth certificate or passport.
Every Thursday	2:00 – 4:00	(WIA) YOUTH Workforce Investment Act Orientation – Seniors in high school through age 21. Learn more about staff assisted job search, education and training opportunities. You must bring a <i>completed</i> “Youth WIA pre-application” which can be obtained at any Workforce Solutions of East Texas site.
Monday, Thursday - Wednesday -	8:00 – 12:00 1:00 – 4:00	Adult Education and GED Preparation Classes - Facilitated instruction and testing for customers seeking to earn a GED. Monday & Thursday 8am – 12 pm. Wednesday 1 pm - 4 pm
Tuesdays - Thursday -	9:00 – 12:00 1:00 – 3:30	Choices WOA Orientation – (<i>Pre-scheduled appointments</i>) Workforce Orientation for Applicants receiving TANF. Customers referred by HHSC
First & Third Monday’s	9:30 – 12:00	SNAP Orientation – (<i>Pre-scheduled appointments</i>) Supplemental Nutrient Assistant Program (Food Stamps) orientation required by HHSC
Every Monday	8:30 – 1:00	RRES Unemployment Orientation – (<i>Pre-scheduled appointments</i>) Re-employment Services for Claimants who begin receiving <i>Texas Unemployment Compensation</i> .