

Looking for a job?

Looking to enhance your career?

University of Phoenix is Hosting a Series of Workshops at American YouthWorks

Computer Skills Workshop: Thursday, April 1st from 6:00-7:00 p.m.

This workshop provides participants guidance in the basic use of the computer and its applications. Participants will also receive assistance in opening and effectively utilizing email accounts and Parent Portal

Resume Workshop: Thursday, April 15th from 6:00-7:00p.m.

This workshop will illustrate and teach participants how to create a dynamic and effective resume

Interview Skills: Thursday, April 22nd from 6:00-7:00 p.m.

In this workshop participants will learn techniques for a successful job interview

Dress for Success: Thursday, May 13th from 6:00-7:00 p.m.

First impressions can make or break an interview, so dressing appropriately is key. At this workshop you will learn the dos and don'ts of dressing for an interview.

Time Management Workshop: Thursday May 20th from 6:00-7:00 p.m.

This workshop will present attendees with a list of common barriers to effective time management and will teach appropriate ways to overcome those barriers.

Please register below if you plan to attend any workshops and return to Maria Pinales. You may call Maria Pinales, Parent Liaison at 744-1935 or email at mpinales@americanyouthworks.org if you have any questions.

Name: _____ Phone Number: _____ Email: _____

Check the box to the left on each workshop you plan to attend.

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|--|--|---|
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Resume Workshop | <input type="checkbox"/> Interview Skills |
| <input type="checkbox"/> Dress for Success | <input type="checkbox"/> Time Management | |