

# July 2024 Workshop Descriptions

**Computer Basics** - Are you looking to improve your computer skills so you can improve your chances at a better career? Do you just want to be able to help your kids with their homework? Join us for a basic knowledge introduction for your personal computer. We will explore your settings, files, Google Chrome and more!

**Customer Service Essentials**—Everyday our interactions vary from person to person. No matter the situation we want to handle ourselves with a high level of customer service. Join us as we talk through the best practices needed to treat each customer to a top tier experience.

**Interviewing with Success** – Prepares you to stand out from other candidates; teaches you to be prepared for just about any interviewing question and/or situation (conference call(s), virtual, panel, group, and/or individual). This training also allows you to practice your newly learned skills.

**Resume Roadmap** – Need a Resume? Here we discuss the Do's and Don'ts of building a resume for today's market

**Resume Roadmap Part 2** – Now that you have attended Resume Roadmap, this workshop will have you working with a Facilitator in person to construct a Professional Resume for today's economy

**Skill me Now!**– Ever wondered what skills are highly sought after by Employers? Here you can gain that insight and use it to your advantage when seeking your new career!

**Workforce Innovation and Opportunity Act Informational Session** – Learn more about Free Training for In Demand occupations in the Upstate ([Registration required before attending this session only at the website below](#))

**\*\*For more information go to [www.scworksgreaterupstate.com](http://www.scworksgreaterupstate.com)\*\***

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AND JOB SEEKERS TOGETHER

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