

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p>SC Works Midlands Centers Closed</p>	<p>3</p> <p>Project Management Careers Columbia 10am-12pm Basic Computer Skills Winnsboro 10am-11am SCWorks Informational Session Columbia 2pm-3pm</p>	<p>4</p>	<p>5</p> <p>SCWorks Informational Session Lexington 10am-11am</p>	<p>6</p> <p>SCWorks Informational Session Columbia 10am-11am SCWorks Informational Session Winnsboro 10am-11am Resume Writing 101 Columbia 11am-12:30pm 8 Steps to land a J-O-B Columbia 2pm-3:30pm</p>
<p>09</p>	<p>10</p> <p>Interviewing Skills Winnsboro 10am-11am SCWorks Informational Session Columbia 2pm-3pm</p>	<p>11</p> <p>Expungement Clinic Winnsboro 10am-11am Resume Writing 101 Columbia 1:30pm-3pm</p>	<p>12</p> <p>SCWorks Informational Session Lexington 10am-11am The Reality in Technology Columbia 10am-12pm</p>	<p>13</p> <p>SCWorks Informational Session Columbia 10am-11am SCWorks Informational Session Winnsboro 10am-11am T-Letter Couture Columbia 2pm-3:30pm</p>
<p>16</p> <p>Resume Resuscitation Columbia 10am-12pm</p>	<p>17</p> <p>Resume Writing 101 Winnsboro 10am-11am Microsoft Office in the Cloud-Office 365 Lexington 10am-12pm Banking on your success: Credit & Budgeting Columbia 1pm-2pm Banking on your success: Homeownership Columbia 2pm-3pm SCWorks Informational Session Columbia 2pm-3pm</p>	<p>18</p>	<p>19</p> <p>SCWorks Informational Session Lexington 10am-11am Computer Skills: How to Get Employed Winnsboro 10am-12pm Expungement & Pardon Workshop Columbia 10am-12pm</p>	<p>20</p> <p>SCWorks Informational Session Columbia 10am-11am SCWorks Informational Session Winnsboro 10am-11am Resume Writing 101 Columbia 11am-12:30pm Ace an Interview Through Storytelling Columbia 2pm-4pm</p>
<p>23</p> <p>Overcoming the Negativity Web Lexington 10am-11am</p>	<p>24</p> <p>Separate Yourself: Interviewing Life Hacks Columbia 10am-12pm The Reality in Technology Lexington 10am-12pm</p>	<p>25</p> <p>Careers in IT Columbia 10am-12pm Resume Writing 101 Columbia 1:30pm-3pm</p>	<p>26</p> <p>LinkedIn: Do I really need it Lexington 10am-12pm Resume Resuscitation Lexington 2pm-4pm</p>	<p>27</p> <p>SCWorks Informational Session Winnsboro 10am-11am Driver's License Restoration Clinic Columbia 11am-12pm</p>
<p>30</p>		<p>https://www.surveygizmo.com/s3/5180932/SCWorks-Midlands-September-Workshop-Registration</p>	<p>Click the link OR scan the QRCode to register for workshops:</p>	

An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service at 711.

***New* T-Letter Couture**-Do you feel having a cover letter is a waste of time? Are you struggling with formatting or creating your cover letter? Come learn the secrets to customizing your T-letter to connect with your dream employers.

***New* 8-Steps to land a J-O-B-** Word of the day is **JOB!** Come learn 8 of the best processes, methods, and tips to finding a job today.

***New* Banking on your success: Credit, Budgeting and homeownership-**This workshop will include credit, budgeting, mortgage products, mortgage process, and down payment assistance.

***New* Overcoming the Negativity Web-** "No matter how hard we try, there is no way we can avoid negativity all the time. We will learn some of the reasons for negativity and some positive ways to manage it when it occurs. During this workshop we will learn the importance of choosing how to respond and break the cycle of negativity."

Ace an Interview with Storytelling-Participants will learn how to answer behavioral based interview questions through the art of storytelling. This workshop will be interactive, and participants will leave comfortable and confident for their next interview. There will be a 30-minute segment for mock interviews where participants will receive feedback on their interview skills.

Microsoft Office in the Cloud-Office 365-What is the cloud? Why is cloud computing on the rise? How can cloud computing benefit my personal and professional title? Come learn the answers to all of these questions with an overview of office 365 including features and demonstrations.

Resume Resuscitation- Does your resume need to be revived? Do you need assistance creating a new resume? If so, this workshop is for you. During this workshop we will discuss 2019 resume trends, formatting, and best of all you will leave with a professional resume. **(Registration required)**

SCWorks Informational Session- Learn and explore the options that may be available to you under the WIOA (Workforce Innovation and Opportunity Act) Federal Program and how to receive possible funding for various certificate programs such as CDL, HVAC, Forklifting, Health Care Training, IT, and more. This Informational session will also include some of the additional services we provide at SCWorks.

Resume Writing 101- Learn how to build an effective resume and promote yourself to potential employers.

Driver's License Restoration Clinic- Learn everything there is to know about restoring your driver's license. This clinic will teach you how to handle issues in court. Some of the issues include: what to do when you get a ticket and how to reopen traffic violations. We will also explain how to handle suspensions through SCDMV and review the various types of reliefs such as payment plans, route restricted driver's licenses, and provisional licenses.

Separate Yourself: Interviewing Life Hacks!-Ok, you got the interview scheduled, now what? Don't just be a good interview...be memorable! Steps for the pre-interview process will be given. Participants will learn the tools for a phone interview vs. an in person interview. With multi-media growing in popularity, the virtual interview is on the rise. Come learn how to separate yourself.

LinkedIn: Do I really need it?

Are you still living in the days when you could go to the newspaper and find a job? Do you still keep copies of paper resumes on you at all times with no digital backups? Interested in applying for jobs online but not sure where to start? LinkedIn is on the cutting edge of job applications. Update your technology skills by learning how to use this powerful software.

Expungement and Pardon Workshop- Come learn about the expungement process and how to delete misdemeanors and pardon felonies from your criminal record.

Basic Computer Skills-Learn the basic functions of the desktop computer to include web browsing, email, and word processing.

The Reality in Technology-Learn about the jobs in technology and the employment hierarchy of how to obtain those jobs. For example, some jobs require education and certifications, some mandate experience. Industry facts without the smoke and mirrors of getting a certification that will automatically increase your chances of getting employed.

Project Management Careers-You will learn the fundamentals of project management: how to initiate, plan, and execute a project that meets objectives and satisfies stakeholders.

Careers in IT-Information Technology and computers is a HUGE field with many different subfields. It takes all kinds of personalities and knowledge to work in IT – let us show you where you fit in the technology industry. Come learn the difference between front end design/development, networking and cyber security!

Computer Skills: How to Get Employed-?Learn job searching strategies to assist you with seeking employment digitally.

Interviewing Skills-Come learn up to date tips and tricks to help you perform better in job interviews