



## Workforce Services

Home

### WORKFORCE EDUCATION CERTIFICATE PROGRAM STARTING MARCH 9TH, 2016



#### PUT YOUR BEST FOOT FORWARD

The Mono County Office of Education and Mono County Social Services are teaming up to create a series of trainings to help you focus on your strengths and learn new skills to compete in today's job market.

This training will be interactive, engaging and open to everyone. Come spend some time meeting new people and learning new skills.

You may attend all of the modules or select them individually based on your interests. A certificate is earned if all modules are completed.

#### Module 1

##### Career Development

- Explore Strengths
- Set Goals
- Discover Options
- Create a Plan

#### Module 2

##### Job Search and Resume

- Develop Networking Skills
- Explore Job Search Tools
- Create a Strong Resume
- Learn to Make Resources Work for You

#### Module 3

##### Interviews

- Learn Appropriate Attire
- Practice Confidence
- Learn How to Focus on Your Strengths
- Improve Communication Skills

### WORKFORCE SERVICES MENU

[Workforces Services Home](#)

### CONTACT INFORMATION

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800-593-7551

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[jsloane@mono.ca.gov](mailto:jsloane@mono.ca.gov)

[View Full Contact Details](#)

### LATEST NEWS

Workforce Education Certificate Program Starting March 9th, 2016

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### RESOURCE CENTER

Forms

Documents

Services

## Module 4

### Professionalism

- Improve Customer Service Skills
- Practice Conflict Management
- Set Priorities
- Focus on Your Goals

For more information, times and locations see the attached brochure link below.

### Supporting Documents

 [Workforce Education Program Borchure \(230 KB\)](#)



There are no available forms.

[View all Forms](#)

#### Community

[Animal Control](#)  
[County Information](#)  
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#### Business

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#### Boards & Commissions

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#### Services

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