

About the Education & Job Center

The Tacoma Public Library's Education & Job Center at the downtown Main Library (1102 Tacoma Avenue South) is your one-stop-shop for all your employment needs. We offer free interactive online job prep and search tools, books, computers and computer classes, resume assistance and more.

The Library has teamed up with leading job coaches to help you develop and polish your job-seeking skills. All classes are free and are held in the Main Library's Olympic Room. **Some classes require advanced registration which can be made by calling the library at 253.591.5666 or on our website www.tacomapubliclibrary.org** (follow the link to our online calendar).

The Tacoma Public Library's employment workshops and job center are funded with a grant from the *Office of the Secretary of State, Washington State Library* as part of a *Renew Washington Project* which is funded by the *Bill and Melinda Gates Foundation* and the *Institute of Museum and Library Services*.

April Workshops

What to do with the rest of your life.

Tuesday, April 20 from 3:00 - 4:00 p.m.

Trying to figure out what to do with your life? Want a career change?

Robin Ryan, one of the nation's premiere career coaches, offers proven strategies on defining and landing your ideal job.

Acing the Interview: 60 Seconds & You're Hired

Tuesday April 20 from 4:30 - 5:30 p.m.

Robin Ryan discusses powerful techniques that influence the outcome of any job interview, including The 60 Second Sell and the 5 Point Agenda; situational questions you could be asked, how to answer tricky questions; questions you need to ask the interviewer; common pitfalls and negotiating strategies to secure the best salary possible.

Over 40 & You're Hired

Tuesday April 20 from 6:00 -7:00 p.m.

Robin Ryan shares her market-tested plan that shows you how to effectively stand out and appeal to employers amid age discrimination and floods of applicants.

May Workshops

Resume Writer 2.0: Your Success in Your Hands

Saturday, May 1 from 10:00 a.m. - 2:00 p.m.

The average position receives 900 applications. **Paul Anderson** of *Prolango.com* teaches you hands-on techniques that get interviews, how to dissect different job descriptions and easy steps on customizing your resume that's proven effective in getting calls. Seating is limited. Advance registration is required .

Careers Without College

Monday, May 10 @ 7:00 p.m.

Explore the future of careers that don't require a 4-year degree. Join us for an evening with local representatives who will share their ideas about the outlook for building and construction, culinary arts and other certification programs designed to prepare individuals for immediate employment. Find out about funding opportunities and apprenticeship programs.

Panelists include **Mark Martinez**, *Pierce County Building & Construction Trades Council*; **Bill Wiklendt**, *Culinary Arts instructor, South Sound Community College*, and **Billie Jo Wood**, *Bates College Outreach & Recruitment Specialist*

Tweet Your Way to Employment

Saturday, May 15 @ 10:00 a.m.

More companies are tweeting for jobs. **Carmen Hudson**, CEO of *Tweetajob.com*, shows you how to take full advantage of social media for your job search. If you are not using Twitter for your job search, then you are missing out on the most valuable and productive tools available to you. You will learn how to increase your online visibility, find real time job postings, connect with recruiters and find great jobs.

Prior to launching *Tweetajob*, Carmen was Senior Manager of Talent Acquisition for Yahoo.

Interviewing Mastery: Take Control!

Monday, May 17 from 10:00 a.m. - 2:00 p.m.

Whoever is in charge of the interview determines the final outcome.

Paul Anderson (*Prolango.com*) teaches you how to go from the person answering each question to taking over the interview and demonstrating your expertise. You'll learn powerful techniques masterful communicators use to easily influence the interviewer's hiring decision, how to handle objections, adjust to difficult scenarios, and effectively deal with phone screening. Advance registration is required.

Managing Your Career: Finding Your Way in Today's Workplace

Monday, May 24 @ 7 p.m.

The career management process involves knowing where you are now, having an idea of where you want to be, and figuring out a plan to get there. In this workshop, **Joy St. Germain** provides an overview of the career management process, provides ideas and resources to help you define your personal and professional goals, and introduces strategies for taking charge of your own career.

Joy St. Germain is the *Human Resources (HR) Director* for the *City of Tacoma*. She has over 16 years of experience as a HR executive manager.

June Workshops

Jumpstart Your Career: Especially for New Grads and Those Re-entering the Workforce

Thursday, June 3 from 4:00 - 5:00 p.m.

Trying to figure out what to do with your life and launch your career? **Robin Ryan** offers proven strategies on defining your ideal job, how to find openings; creating a selling resume and the best ways to land the job.

Q+A With Robin Ryan, career coach

Thursday, June 3 from 5:15 - 6:15 p.m.

Want some free career advice? Need some professional guidance --Robin will answer your employment search questions, come and ask. (Sorry, due to time constraints no resume critiques will be done).

Acing the Interview: for New Grads and Those Re-entering the Workforce

Tuesday, June 3 from 6:30 - 7:30 p.m.

Robin Ryan discusses powerful techniques that influence the outcome of any job interview, including the 60 Second Sell and the 5 Point Agenda; situational questions you could be asked, how to answer tricky questions; questions you need to ask the interviewer; common pitfalls and negotiating strategies to secure the best salary possible.

Creating Resumes

Sessions will be held from 1:00 - 3:00 p.m. on the following dates:
April 6 & 13, April 20 & 27, May 18 & 25, June 1 & 8, June 22 & 29

Join us for a 2 part workshop with **Edryce Reynolds, Ed.D.** to create a resume from scratch. Reservations for these workshops are required (be sure to register for both) as the class size will be small to ensure personalized assistance.

Warm-up to Resume Creation

In Part 1 participants will become familiar and comfortable with the process of creating a resume. Special emphasis will be on helping participants understand different resume layouts, and how to identify the relevant skills and interests they should include on a resume.

Easy Resumes on the Computer

Part 2 of this class helps participants use a computer hands on to create a basic resume. Must have attended the Warm-up to Resume Creation workshop before attending this segment. Requires ability to use a mouse and some knowledge of Microsoft Word.

The help you need to get the job you want.

Free employment workshops

April, May & June

The Tacoma Public Library's Education & Job Center



Education & Job Center @ the Tacoma Public Library

1102 Tacoma Avenue South, Tacoma, WA 98402

www.tacomapubliclibrary.org

(253) 591-5666

tacoma public library

Start here. Go anywhere.

www.tacomapubliclibrary.org

(253) 591-5666