



## Job Searching Skills

Training which demonstrates to individuals the many ways to search for jobs (internet, newspaper, walk-ins and cold calling).

### Overview:

Without refined job searching techniques, it is difficult to locate appropriate job opportunities, many of which may be overlooked.

This training demonstrates to individuals the many ways to search for jobs (internet, newspaper, walk-ins and cold calling). Individuals will be given the opportunity to be accompanied by when searching for jobs in the community in order to be shown appropriate ways to speak to employers, how to make a good first impression, dress appropriately, and learn some effective ways to engage employers. Individuals will also be taught the basics of phone etiquette; how to leave appropriate messages and the importance of having a clean and informative voicemail message on their phone.

### Eligibility Criteria:

Any open client

### Insurance(s) Accepted:

Medicaid, Third-Party, DYC, DVR, VA, Probation, PPWFC, School Districts, Jail Diversion, Self Pay

### Hours:

M-F 8 a.m. to 5 p.m. by appointment.

**Support Line: Call (719) 572-6100**