

**EHOVE Adult Career Center
Free Seminars for Spring 2010**

All Seminars held at **Huron County Job Store; 10:00 a.m.**



Date	Seminar Topic	Presenter
2/3/10	Goal Setting and Time Management	Viki Kaszonyi
2/10/10	Customer Service & Marketing a Great Work Ethic	Tina Murray
2/17/10	Interviewing/Dress for Success	Sandy Meinen
2/24/10	Intro to Health Care Careers	Minetta Erf
3/3/10	Emotions Management	Deb Presser
3/10/10	Stress Management	Kim Go
3/17/10	Customer Service & Marketing a Great Work Ethic	Tina Murray
3/24/10	Intro to Health Care Careers	Minetta Erf
3/31/10	Interviewing/Dress for Success	Sandy Meinen
4/14/10	Emotions Management	Deb Presser
4/21/10	Goal Setting and Time Management	Viki Kaszonyi
4/28/10	Stress Management	Kim Go
5/5/10	Intro to Health Care Careers	Minetta Erf
5/12/10	Customer Service & Marketing a Great Work Ethic	Tina Murray
5/26/10	Emotions Management	Deb Presser
6/2/10	Interviewing/Dress for Success	Sandy Meinen
6/9/10	Customer Service & Marketing a Great Work Ethic	Tina Murray
6/16/10	Goal Setting and Time Management	Viki Kaszonyi
6/30/10	Stress Management	Kim Go

Customer Service: emphasizes the skills necessary to get and keep a job in today's business climate. Learn what is required if you are going to be working in "the front of the house" instead of behind the scenes; customer communication, phone etiquette, talking to co-workers and supervisors appropriately are among the many skills explored in this one hour session.

Interviewing/Dressing for Success: prep for that interview and sharpen up your verbal skills in this one hour session that focuses on being prepared and increasing your confidence before heading out to get the job in today's extremely competitive job market.

Emotions Management: whether you've been downsized, right-sized or just having to make a career change, coping with the myriad of feelings that go along with being out of work can leave anyone feeling overwhelmed. Job changes affect not only individuals, but marriages and whole families as well. Learn some new skills in taming those emotions and leave this two hour session feeling more in control and with the right tools to get you through to better times.

Goal Setting and Problem Solving: keep your focus fresh and moving in a positive direction with this 90 minute session that will help you approach problem solving with some new skills and re-examine where you are going personally and professionally. Turn your dreams into action!

Intro to Health Care Careers: learn the job possibilities within the Health care field. Specific job descriptions along with training requirements, earning potential, and future hiring needs within the industry will be explained. This session is a must if you are thinking of entering the fields of

Nursing, Nurse Assistant, Surgical Technician, Medical Assistant, Occupational Therapy Assistant, Massage Therapist, or Medical Office Assistant.

Stress Management: learn some new techniques for coping with the stress that comes from balancing work, job searching, financial and family responsibilities. Stress has been proven to shorten your life and threaten your health if not managed properly. This one hour session will help you identify areas of stress in your life and work out a plan to reduce that stress, making you healthier and happier!