



# Career Development Center

## HIGHLANDS CAMPUS

Dr. Catherine P. Cornelius Student Services Complex (Room B111)  
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### **FREE WORKSHOPS AVAILABLE THROUGH THE CAREER CENTER**

*Small group and individual workshops are offered monthly. Call the Career Center for the next available date! Day and evening workshops are routinely scheduled.*

*Workshops for SFCC classes, private groups, or special populations can be arranged upon request.*

#### **Orientation to Career Development Center Services (1 hour; small group or individual by appointment)**

Instructors: Colleen Rafatti, Loretta Jackson, Pamela Jessiman

- Learn about the services available in the Career Development Center in this interactive presentation.
- A brief overview of each aspect of career services is provided, as is a tour of the Career Development Center and its online resources.

#### **Charting Your Future- Career Planning Basics (2 hours; small group)**

Instructor: Colleen Rafatti

- Learn about “career ladders” and how they can apply to your job or career.
- Discuss goal setting and explore ways to build on your knowledge and skills for lifelong learning and career development.
- Compare and contrast occupational certificates and various types of degrees.
- Identify local options for completion of certificates and degrees.
- Use FACTS.org to explore occupations and programs throughout Florida.

#### **Career Exploration Tools and Techniques (4 hours; small group)**

Instructor: Colleen Rafatti

- Assess your knowledge, skills, attitudes and work values to identify potentially satisfying careers using one or more career explorations aids (CHOICES, Kuder Journey, etc.).
- Sign up for access to SFCC’s free Virtual Career Library for your use in career exploration.
- Practice finding occupational information using FACTS.org, Virtual Career Library, and other resources.
- Review the programs available at SFCC for degrees, certificates, and more.
- Review SFCC’s college entrance and application procedures. Learn how to read and search the SFCC catalog and schedule of classes.

#### **Use Labor Market Data to Guide Career Decisions (1 hour; small group)**

Instructors: Loretta Jackson, Colleen Rafatti

- Unlock the secrets of labor market data to learn how to use it for job search and career planning activities.
- Complete hands-on research of projected annual growth rate in various occupations, availability of job openings, typical wages, and more using tools such as O\*Net, Employ Florida Marketplace, and Florida Research and Economic Database.
- Compare labor market data locally, state-wide, and nationally.

## **FREE WORKSHOPS AVAILABLE THROUGH THE CAREER CENTER (Continued)**

### **SFCC's Gems and Jewels- Services and Supports for Students (1 hour- small group without tour; 2 hours- small group with tour)**

**Instructors:** Colleen Rafatti, Loretta Jackson

- Learn about the many support services available to students at SFCC including tutoring, special needs services, Veteran's assistance, orientation, library resources, and technology training.
- Obtain contact names and numbers so you will know who to contact- as well as where and how.
- Discuss eligibility requirements for selected special admission support programs.
- If you like, stay for an additional hour and join our tour of the Highlands Campus so you can see service locations and meet some of the support staff.
- Highly recommended for all new students and for those returning to college after an extended absence!

### **Create Your Traditional Resume (1 ½ hours; small group or individually- by appointment)**

**Instructor:** Loretta Jackson

- Work with our employability skills specialists to create your traditional chronological resume.
- Chronological resume is the preferred format for individuals with little work experience, new entrants into the world of work, and those who have devoted most of their careers to a single occupation.
- Develop a draft resume using a template, create your resume using our software/computers and receive individualized feedback and suggestions.
- Information on writing business cover letters and thank you letters is also provided.

### **Use a Functional Resume to Highlight Your "Transportable" Skills! (1 ½ hours; small group or individually- by appointment)**

**Instructor:** Colleen Rafatti

- Work with our employability skills specialists to create your functional resume.
- Functional resume is the preferred format for individuals with extensive work experience in several different occupations, for individual pursuing a career change, and for those who have acquired skills in nontraditional settings such as nonprofit agencies, volunteer sites, or the military.
- Learn about "transportable" skills; identify your own transportable skills and use them to organize your resume.
- Develop a draft resume using a template, create your resume using our software/computers and receive individualized feedback and suggestions.
- Information on writing business cover letters and thank you letters is also provided.

### **Presenting- You! Develop Your Professional Portfolio (1 hour; small group or individually- by appointment)**

**Instructor:** Colleen Rafatti

- Identify the elements of a personal professional portfolio and learn how a portfolio can assist you in your job search.
- Learn methods for documenting and organizing your knowledge, skills, personal goals, and accomplishments in a paper-based or electronic portfolio format.
- Create an outline for your own portfolio. College students will receive information about developing an electronic portfolio on FACTS.org.
- Receive individualized feedback following the class, by appointment, as you create your own special portfolio.

### **Search for a Job Like a Pro! (1 hour; small group)**

**Instructor:** Loretta Jackson

- Learn about how to plan, organize, and implement your personal job search strategy.
- Compare and contrast the likely effectiveness of various job search techniques.
- Research local, state-wide, and national sources of jobs.

- Practice completing both paper-based and online employment applications.

### ***FREE WORKSHOPS AVAILABLE THROUGH THE CAREER CENTER (Continued)***

**Interview with Polish- Tips, Techniques, and Practice** (1hour- individual or small group without mock interview practice; 2-3 hours- individual or small group with mock interview practice and feedback)

Instructor: Loretta Jackson

- Learn about how to prepare for a job interview to present yourself in the best manner possible.
- Observe and discuss a simulated interview to learn about appropriate, and inappropriate, interview dress and behavior.
- During a mock interview workshop you will be asked to dress as though you are attending a “real” interview. Your mock interview will be videotaped, and then played back for review. You will be provided with tips for strengthening your interview performance.