

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	To learn more about the American Job Center, Text: WDI to 56512 <small>*Text and message rates may apply</small>					1
795 Woodlane Road Westampton, NJ 08060 (609) 518-3900 <u>Hours of Operation:</u> 8:30 AM - 4:30 PM Monday - Friday To File a New Unemployment Claim (856) 507-2340 If your Social Security Number Ends In: 0 1 2 3 Call Monday 4 5 6 Call Tuesday 7 8 9 Call Wednesday <u>All Numbers Can Call :</u> Thursday & Friday 8:30 am – 2:00 pm Closed Sat. & Sun. <u>Unemployment Phone #</u> To claim weekly benefits (609) 518-3923 http://www.njuifile.net To register for an RCBC Info Session Call (856) 222-9311 ext. 2340	2 10:30 Path to Employment- Starting Your Job Search 1:30 Top Notch Resume - I 1:00 911 Dispatch Info Session - RCBC Mt. Laurel 4:00 Energy Industry Fundamentals Info Session - RCBC Mt. Laurel	3 1:30 Effective Communication 2:30 TABE Math Tutorial	4 2:00 LinkedIn 101 1:00 Advanced Manufacturing Info Session - RCBC Mt. Laurel	5 1:30 Acing the Job Interview I 4:00 Programmable Logic Controller Info Session - RCBC Mt. Laurel	6 11:00 Tuition Waiver Seminar	7 8 9
9 10 11 12 13 14 15	10 10:30 Path to Employment- Starting Your Job Search 1:30 Top Notch Resume - II	11 JOB CENTER CLOSED 11:00am-2:00pm Staff Training 1:30 Effective Communication 2:30 TABE Math Tutorial 4:00 Certified Production Technician Info Session - RCBC Mt. Laurel	12 2:00 Volunteering: A Door to Employment 2:30 Pharmacy Technician Info Session - RCBC Mt. Laurel 4:00 911 Dispatch Info Session - RCBC Mt. Laurel	13 1:30 Acing the Job Interview I	14 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	15
16 17 18 19 20 21 22	16 10:30 Path to Employment- Starting Your Job Search 1:30 Top Notch Resume - I 3:00 CISCO Info Session - RCBC Mt. Laurel	17 1:30 Effective Communication 2:30 TABE Math Tutorial 4:00 Advanced Manufacturing Info Session - RCBC Mt. Laurel	18 2:00 LinkedIn 101	19 1:30 Mock Interview - Must Register	20 10:00 Master Art of Networking 11:00 Tuition Waiver Seminar	21 22
23 24 25 26 27 28 29	23 1:30 Top Notch Resume - II	24 CHRISTMAS HOLIDAY OBSERVED JOB CENTER CLOSED	25 26 27 28 29	26 27 28 29	27 28 29	30 31
30 31						

TUITION WAIVER– A program which enables eligible unemployed customers to enroll, tuition free, in courses of instruction at New Jersey public colleges and universities.

TOP NOTCH RESUME– I– The use of branding, marketing yourself, and the importance of having a competent resume is discussed. Participants will see the advantages and disadvantages of different resume formats.

TOP NOTCH RESUME– II– Participants will see the advantages of targeting custom resumes for a specific employer, job openings and/or industry. Topics will also include creating cover letters and the importance of professional references.

PATH TO EMPLOYMENT- STARTING YOUR JOB SEARCH– An in-depth orientation that includes a discussion of the emotional impact of job loss, and setting effective career goals. Traditional work search methods and how to develop job search plans are also discussed.

VOLUNTEERING: A DOOR TO EMPLOYMENT– Review the benefits of volunteering including potential networking opportunities. The use of volunteer work to explore new careers & develop new skills. How to include volunteer work on your resume. Research volunteer opportunities.

TABE MATH TUTORIAL— A brush-up on Math skills for those customers who will be sitting for the Test of Adult Basic Education (TABE).

ACING THE JOB INTERVIEW – An overview of the interview process, including how to prepare for the interview; and what to expect during each phase of the interview process. How to follow up after the conclusion of the interview is also reviewed.

LINKEDIN 101 – Learn the basics of using LinkedIn. Find out how to register and build a profile on the site. Job search and building your network through groups will be reviewed. How to modify privacy and account settings will also be discussed.

MASTER THE ART OF NETWORKING – An overview of current strategies for effective networking. Topics include use of professional associations, developing an elevator speech, and how to develop your network using social media.

BCIT CAREER EXPLORATION— An overview of the training opportunities available at the Burlington County Institute of Technology. Held the 2nd Monday of every month.

AJC CAREER PATHWAYS– TOP INDUSTRIES IN NJ— An overview of the transition from education into and through the workforce, focusing on the seven targeted industries as determined by the NJ Department of Labor and Workforce Development. Held the 2nd Tuesday of every month.

INFORMATION SESSIONS (Advanced Manufacturing, Transportation, Logistics & Distribution, Pharmacy Technician, Certified Production Technician, Programmable Logic Controller, Energy Industry Fundamentals, Mortgage Loan Officer, 911 Dispatch)— A presentation on career training programs available through the Rowan College at Burlington County Workforce Development Institute. Additional information and flyers available in the Job Center.

To register for an Information Session, call [Rowan College at Burlington County \(856\) 222-9311 ext. 2340](tel:856-222-9311).

