

ACS EMPLOYMENT READINESS PROGRAM
July 2008 TRAINING SCHEDULE

Classes are open to all active duty and their family members, retirees, surviving spouses, and civilian DOD identification card holders.



Employment Readiness Program Orientation

Seeking employment in Fort Jackson and the surrounding area? Get a jump-start on your job search by obtaining relevant information about employment, education and volunteer opportunities. Topics include on /off post employment opportunities, Army Spouse Employment Program, Job Searching Tips, SC Employment Commission Office, Benefits of Using Employment Agencies, and much more! July 9, 8:30 a.m.-12 noon, Education Center. **Must register to attend, call 751-5452.**

Resume Writing for Beginners (Resumes to for job fairs and private sector employment)

Did you know that a private sector resume is much different than a resume for federal employment? Come find out the way to prepare a resume for a job fair or private sector employment. July 9, 1:00 – 2:30 p.m., Education Center. **Must register to attend, call 751-5452 to register.**



Steps to Federal Employment



Attention job seekers! Looking for Federal Employment? This workshop will walk you through every step of the Army CPOL Resumix process for federal jobs. July 16, 8:30 -11:30 a.m., Education Center. **Must register to attend, call 751-5452 to register.**



FORT JACKSON JOB FAIR

Looking for a job?? Come meet some of SC Employers. July 15, 10:00 a.m.-2:00 p.m., Solomon Center (formerly known as the CAC). Over 50 employers will be participating. For more information call 751-5256.

Career Exploration

Not sure of what kind of career you want? Not sure what to do with your life? Need some career direction? Register to complete an on-line career assessment and find out what careers best suit your skills, knowledge and interests. July 15, 9:00 a.m. -11:30, Joe E. Mann Bldg. **Must register to attend, call 751-5452 to register. Class is limited to 8 individuals, call early to reserve a computer seat!!**



**Job Opportunities with H & R Block Military Spouse
FREE Scholarship Seminar**

Need a full-or part-time job with flexible hours that can follow you wherever you PSC's to? If so, come hear about the FULL Scholarship training program and job possibilities from the Columbia, SC H & R Block District Manager. He will cover information on the free scholarship program and provide details about employment opportunities with H&R Block. Anyone who takes the free training is not obligated to work for H&R Block. July 30, 9:00-11:30 a.m., Education Center, Room B-206. **Call 751-6153/5256/5452 to register to attend.**

(more classes on the backside)



Starting and Running a Small Business

The Fort Jackson Army Career & Alumni Program (ACAP) and the Army Community Service (ACS) Employment Readiness Program will co-sponsor a **FREE** seminar entitled “Small Business Development.” The seminar will be presented by the University of South Carolina Small Business Development Center. July 22, 9:00-11:30 a.m., Education Center. **Call the ACAP office at 751-4109/6062 to register.**



Successful Interviewing/Salary Negotiations

Discover how to prepare for a successful job interview. Learn how to answer difficult questions and interview with confidence! July 30, 1 -3:30 p.m., Education Center, Room B-206. Call 751-6153/5256 to register to attend.



SPOUSES TO TEACHERS PROGRAM

Are you a military spouse and looking for a career that can move when your move? Becoming a teacher could be the right career choice for you. Join us on July 29, 1:00-2:00 p.m., Education Center, Room B-302 to find out how the “Spouses to Teachers” program can help you reach your employment goal. **For more information call 734-4014**



Spouse Overseas Employment Orientation



Learn about the various military spouse employment options available overseas. Obtain resources and other referrals to representatives at your overseas duty station that can help you prepare for seeking employment in your new host country. Contact the Employment Readiness Program Manager (751-5452) to schedule an individual appointment.



IMPROVE YOUR TYPING SKILLS

Need to improve your typing skills? Sign up to use the Mavis Beacon Typing Tutorial. **Call 751-5452 to register for an individual session.**



FREE COMPUTER TRAINING!!

Improve your job skills by increasing your computer skills. Classes are self-paced, M-F. Classes: Intro to Computer Basics/Internet, MS Word, Excel, PowerPoint, and Access