

In partnership with KeyBank Foundation

# WORKSHOP OFFERINGS SEPTEMBER 2019

Registration is required.  
Register at [www.tri-c.edu/collececentral](http://www.tri-c.edu/collececentral)

## WORKSHOPS ARE FREE AND OPEN TO THE PUBLIC

The Tri-C® Career Center provides students, alumni and community members with web-based tools, in-person services and campus-based events.

### Resumes That Get Results - 2 hours

(Mandatory for all co-op students)

Understand the purpose, review the general guidelines and learn how to develop a “resume that will get results.” Learn how to assemble the initial building blocks of your resume, including a summary, employment history, job responsibilities and accomplishments.

- Wed., Sept. 4 East - ESS 1531 6-8 p.m.
- Fri., Sept. 6\* West - WSS G4B 8:30-10:30 a.m.
- Fri., Sept. 13\* Metro - MLA 114 9-11 a.m.
- Wed., Sept. 18 West - WSS G4A noon-2 p.m.
- Fri., Sept. 20\* Westshore - SLT 316 9-11 a.m.
- Fri., Sept. 27\* East - EMHC 124 9-11 a.m.

### Resume Lab Walk-In - 3 hours

Our **new** Resume Labs will be held in the Career Center and will be an opportunity to walk in and get one-on-one coaching assistance with your resume. We encourage students to first attend the *Resumes That Get Results* workshop and then come to the Resume Lab with the start of your new draft resume for additional guidance towards finalizing an effective resume.

- Tues., Sept. 10 West - WSS G101 1-4 p.m.
- Mon., Sept. 16 Metro - MSS 207 1-4 p.m.
- Tues., Sept. 24 Westshore - SHCS 135A noon - 3 p.m.
- Mon., Sept. 30 East - ESS 1103 1-4 p.m.

### Ace That Interview - 2 hours

(Mandatory for all co-op students)

Review general guidelines to improve your interviewing skills and gain a “behind the scenes” insight into the interview process. Learn about the different types of interviews, overcoming obstacles and avoiding common mistakes. Topics to be covered are basic guidelines, traditional questions, behavioral-based questions and telephone interviews.

- Fri., Sept. 6\* West - WSS G4B 1-3 p.m.
- Fri., Sept. 13\* Metro - MLA 114 1-3 p.m.
- Fri., Sept. 20\* Westshore - SLT 316 1-3 p.m.
- Fri., Sept. 27\* East - EMHC 124 1-3 p.m.

### Classroom to Career – 1 hour

(Mandatory for all co-op students)

Learn the secrets to understanding the skills today’s employers are looking for. Mastering these high-demand skills will help you transition into the workplace and achieve success throughout your career.

- Fri., Sept. 6\* West - WSS G4B 11 a.m.-noon
- Fri., Sept. 13\* Metro - MLA 114 11 a.m.-noon
- Fri., Sept. 20\* Westshore - SLT 316 11 a.m.-noon
- Fri., Sept. 27\* East - EMHC 124 11 a.m.-noon

### Leveraging LinkedIn for Job Search – 1.5 hours

Explore Groups, Company Information, reaching out to contacts and searching for jobs to maximize your efforts on LinkedIn.

- Tues., Sept. 24 West - WSS G272 10:30 a.m.-noon

**\*Workshop Boot Camp:** Consists of “Resumes That Get Results,” “Ace That Interview” and “Classroom to Career” all in one day.

All workshops are subject to cancellation, additions and changes.

Please refer to [www.tri-c.edu/collececentral](http://www.tri-c.edu/collececentral) for the most up-to-date schedule information.

## CAMPUS LOCATIONS

Mon - Fri – 8:30 a.m. - 5 p.m.

### Eastern Campus

4250 Richmond Road, Highland Hills, OH 44122  
216-987-2567

### Metropolitan Campus

2900 Community College Ave., Cleveland, OH 44115  
216-987-4913

### Western Campus

11000 Pleasant Valley Road, Parma, OH 44130  
216-987-5575

### Westshore Campus

31001 Clemens Road, Westlake, OH 44145  
216-987-2067

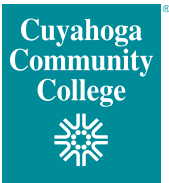
### Brunswick University Center (BUC)

3605 Center Road, Brunswick, OH 44212  
216-987-5575

### Hospitality Management Center

180 Euclid Ave., Cleveland, OH 44114  
216-987-2067

[www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)



In partnership with KeyBank Foundation

# WORKSHOP OFFERINGS

## OCTOBER 2019

Registration is required.

Register at [www.tri-c.edu/collececentral](http://www.tri-c.edu/collececentral)

### WORKSHOPS ARE FREE AND OPEN TO THE PUBLIC

The Tri-C® Career Center provides students, alumni and community members with web-based tools, in-person services and campus-based events.

#### Resumes That Get Results - 2 hours

*(Mandatory for all co-op students)*

Understand the purpose, review the general guidelines and learn how to develop a “resume that will get results.” Learn how to assemble the initial building blocks of your resume, including a summary, employment history, job responsibilities and accomplishments.

- Tues., Oct. 1 East-ESS 1205 10 a.m.-noon
- Tues., Oct. 1 Westshore - SLT 316 noon-2 p.m.
- Fri., Oct. 4\* West - WSS G4B 8:30-10:30 a.m.
- Fri., Oct. 11\* Metro - MLA 114 9-11 a.m.
- Sat., Oct. 12\* HMC-117 9-11 a.m.
- Fri., Oct. 18\* East-EMHC 124 9-11 a.m.
- Tues., Oct. 22 West-WSS G4A 1-3 p.m.

#### Resume Lab Walk-In - 3 hours

Our **new** Resume Labs will be held in the Career Center and will be an opportunity to walk in and get one-on-one coaching assistance with your resume. We encourage students to first attend the *Resumes That Get Results* workshop and then come to the Resume Lab with the start of your new draft resume for additional guidance towards finalizing an effective resume.

- Wed., Oct. 9 West - WSS G101 10 a.m.-1 p.m.
- Wed., Oct. 16 Metro - MSS 207 10 a.m.-1 p.m.
- Wed., Oct. 16 Westshore - SHCS 135A 2 - 5 p.m.
- Tues., Oct. 22 East - ESS 1103 10 a.m.-1 p.m.

#### Ace That Interview - 2 hours

*(Mandatory for all co-op students)*

Review general guidelines to improve your interviewing skills and gain a “behind the scenes” insight into the interview process. Learn about the different types of interviews, overcoming obstacles and avoiding common mistakes. Topics to be covered are basic guidelines, traditional questions, behavioral-based questions and telephone interviews.

- Fri, Oct. 4\* West - WSS G4B 1-3 p.m.
- Tues, Oct. 8 Westshore - SLT 316 noon-2 p.m.
- Fri, Oct. 11\* Metro - MLA 114 1-3 p.m.
- Sat, Oct. 12\* HMC - 117 1-3 p.m.
- Fri, Oct. 18\* East - EMHC 124 1-3 p.m.
- Tues, Oct. 22 West - WSS G4A 10 a.m.-noon

#### Classroom to Career – 1 hour

*(Mandatory for all co-op students)*

Learn the secrets to understanding the skills today’s employers are looking for. Mastering these high-demand skills will help you transition into the workplace and achieve success throughout your career.

- Fri, Oct. 4\* West - WSS G4B 11 a.m.-noon
- Fri, Oct. 11\* Metro - MLA 114 11 a.m.-noon
- Sat, Oct. 12\* HMC - 117 11 a.m.-noon
- Fri, Oct. 18\* East - EMHC 124 11 a.m.-noon

#### Leveraging LinkedIn for Job Search – 1.5 hours

Explore Groups, Company Information, reaching out to contacts and searching for jobs to maximize your efforts on LinkedIn.

- Wed, Oct. 9 East - ESS 3210 2-3:30 p.m.
- Wed, Oct. 16 West - TLC GT 207 1-2:30 p.m.

**\*Workshop Boot Camp:** Consists of “Resumes That Get Results,” “Ace That Interview” and “Classroom to Career” all in one day.

All workshops are subject to cancellation, additions and changes.

Please refer to [www.tri-c.edu/collececentral](http://www.tri-c.edu/collececentral) for the most up-to-date schedule information.

### CAMPUS LOCATIONS

Mon - Fri – 8:30 a.m. - 5 p.m.

#### Eastern Campus

4250 Richmond Road, Highland Hills, OH 44122  
216-987-2567

#### Metropolitan Campus

2900 Community College Ave., Cleveland, OH 44115  
216-987-4913

#### Western Campus

11000 Pleasant Valley Road, Parma, OH 44130  
216-987-5575

#### Westshore Campus

31001 Clemens Road, Westlake, OH 44145  
216-987-2067

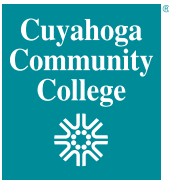
#### Brunswick University Center (BUC)

3605 Center Road, Brunswick, OH 44212  
216-987-5575

#### Hospitality Management Center

180 Euclid Ave., Cleveland, OH 44114  
216-987-2067

[www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)



# WORKSHOP OFFERINGS

## NOVEMBER 2019

Registration is required.

Register at [www.tri-c.edu/collegecentral](http://www.tri-c.edu/collegecentral)

### WORKSHOPS ARE FREE AND OPEN TO THE PUBLIC

The Tri-C® Career Center provides students, alumni and community members with web-based tools, in-person services and campus-based events.

#### Resumes That Get Results - 2 hours

*(Mandatory for all co-op students)*

Understand the purpose, review the general guidelines and learn how to develop a “resume that will get results.” Learn how to assemble the initial building blocks of your resume, including a summary, employment history, job responsibilities and accomplishments.

- Fri., Nov 1\* East - EMHC 124 9-11 a.m.
- Fri., Nov 15\* Metro - MLA 114 9-11 a.m.
- Tues., Nov 19 Westshore - WSLT 316 noon-2 p.m.
- Wed., Nov 20 West - WSS G4A noon-2 p.m.
- Fri., Nov 22\* West - WSS G4B 8:30-10:30 a.m.

#### Resume Lab Walk-In - 3 hours

Our **new** Resume Labs will be held in the Career Center and will be an opportunity to walk in and get one-on-one coaching assistance with your resume. We encourage students to first attend the *Resumes That Get Results* workshop and then come to the Resume Lab with the start of your new draft resume for additional guidance towards finalizing an effective resume.

- Tues., Nov. 5 East - ESS 1103 1-4 p.m.
- Tues., Nov. 19 Metro - MSS 207 2-5 p.m.
- Mon., Nov. 25 West - WSS G101 2-5 p.m.

#### Business Etiquette - 2 hours

Understand the basics of workplace, technology (techno), and dining etiquette that will assist you in developing and maintaining a successful career. For current Tri-C students only.

- Thurs., Nov 7 West - WSS G4B noon-2 p.m.
- Tues., Nov 12 Metro - MCC 201 noon-2 p.m.

#### Ace That Interview - 2 hours

*(Mandatory for all co-op students)*

Review general guidelines to improve your interviewing skills and gain a “behind the scenes” insight into the interview process. Learn about the different types of interviews, overcoming obstacles and avoiding common mistakes. Topics to be covered are basic guidelines, traditional questions, behavioral-based questions and telephone interviews.

- Fri., Nov 1\* East - EMHC 124 1-3 p.m.
- Fri., Nov 15\* Metro - MLA 114 1-3 p.m.
- Fri., Nov 22\* West - WSS G4B 1-3 p.m.
- Tues., Nov 26 Westshore - WSLT 316 noon-2 p.m.

#### Classroom to Career – 1 hour

*(Mandatory for all co-op students)*

Learn the secrets to understanding the skills today’s employers are looking for. Mastering these high-demand skills will help you transition into the workplace and achieve success throughout your career.

- Fri., Nov 1\* East - EMHC 124 11 a.m.-noon
- Fri., Nov 15\* Metro - MLA 114 11 a.m.-noon
- Fri., Nov 22\* West - WSS G4B 11 a.m.-noon

#### Leveraging LinkedIn for Job Search – 1.5 hours

Explore Groups, Company Information, reaching out to contacts and searching for jobs to maximize your efforts on LinkedIn.

- Wed., Nov 13 Metro - TLC 158 noon.-1:30 p.m.

**\*Workshop Boot Camp:** Consists of “Resumes That Get Results,” “Ace That Interview” and “Classroom to Career” all in one day. All workshops are subject to cancellation, additions and changes.

Please refer to [www.tri-c.edu/collegecentral](http://www.tri-c.edu/collegecentral) for the most up-to-date schedule information.

#### CAMPUS LOCATIONS

Mon - Fri – 8:30 a.m. - 5 p.m.

##### Eastern Campus

4250 Richmond Road, Highland Hills, OH 44122  
216-987-2567

##### Metropolitan Campus

2900 Community College Ave., Cleveland, OH 44115  
216-987-4913

##### Western Campus

11000 Pleasant Valley Road, Parma, OH 44130  
216-987-5575

##### Westshore Campus

31001 Clemens Road, Westlake, OH 44145  
216-987-2067

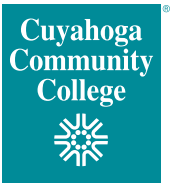
##### Brunswick University Center (BUC)

3605 Center Road, Brunswick, OH 44212  
216-987-5575

##### Hospitality Management Center

180 Euclid Ave., Cleveland, OH 44114  
216-987-2067

[www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)



# WORKSHOP OFFERINGS

## DECEMBER 2019

Registration is required.  
Register at [www.tri-c.edu/collegetcentral](http://www.tri-c.edu/collegetcentral)

### WORKSHOPS ARE FREE AND OPEN TO THE PUBLIC

The Tri-C® Career Center provides students, alumni and community members with web-based tools, in-person services and campus-based events.

#### Resumes That Get Results - 2 hours

*(Mandatory for all co-op students)*

Understand the purpose, review the general guidelines and learn how to develop a “resume that will get results.” Learn how to put together the initial building blocks of your resume, including a summary, employment history, job responsibilities and accomplishments.

- Tues., Dec 3      East - ESS 1205      10 a.m.-noon
- Fri., Dec 13\*      Metro - MLA 114      9-11 a.m.
- Mon., Dec 16\*      West - WSS G4B      8:30-10:30 a.m.

#### Classroom to Career – 1 hour

*(Mandatory for all co-op students)*

Learn the secrets to understanding the skills today’s employers are looking for. Mastering these high-demand skills will help you transition into the workplace and achieve success throughout your career..

- Wed, Dec. 4      East - ESS 1531      noon-1 p.m.
- Fri., Dec 13\*      Metro - MLA 114      11 a.m.-noon
- Mon., Dec 16\*      West - WSS G4B      11 a.m.-noon

#### Ace That Interview - 2 hours

*(Mandatory for all co-op students)*

Review general guidelines to improve your interviewing skills and gain a “behind the scenes” insight into the interview process. Learn about the different types of interviews, overcoming obstacles and avoiding common mistakes. Topics to be covered are basic guidelines, traditional questions, behavioral-based questions and telephone interviews.

- Wed, Dec. 4      East - ESS 1531      10 a.m.-noon
- Fri., Dec 13\*      Metro - MLA 114      1-3 p.m.
- Mon., Dec 16\*      West - WSS G4B      1-3 p.m.

**\*Workshop Boot Camp:** Consists of “Resumes That Get Results,” “Ace That Interview” and “Classroom to Career” all in one day.

All workshops are subject to cancellation, additions and changes.

Please refer to [www.tri-c.edu/collegetcentral](http://www.tri-c.edu/collegetcentral) for the most up-to-date schedule information.

### CAMPUS LOCATIONS

Mon - Fri – 8:30 a.m. - 5 p.m.

#### Eastern Campus

4250 Richmond Road, Highland Hills, OH 44122  
216-987-2567

#### Metropolitan Campus

2900 Community College Ave., Cleveland, OH 44115  
216-987-4913

#### Western Campus

11000 Pleasant Valley Road, Parma, OH 44130  
216-987-5575

#### Westshore Campus

31001 Clemens Road, Westlake, OH 44145  
216-987-2067

#### Brunswick University Center (BUC)

3605 Center Road, Brunswick, OH 44212  
216-987-5575

#### Hospitality Management Center

180 Euclid Ave., Cleveland, OH 44114  
216-987-2067

[www.tri-c.edu/careerservices](http://www.tri-c.edu/careerservices)