

MAY 2024

Monday	Tuesday	Wednesday	Thursday	Friday
<p>NCWorks Career Center 1830-B Tillery Place Raleigh, NC 27604 919-715-0111 www.ncworks.gov</p> <p>Questions? Email deborah.shafeei@ncworks.gov.</p>		<p>Capital Area NCWorks and Wake Tech want to help you put your best foot forward at the Local Government Career Expo! This calendar lists the most popular workshops for job seekers!</p> <p><i>Set up a profile at NCWorks.gov to find workshops and other career services in your immediate area! Additional help is on page 2.</i></p>		
		<p>1 ONLINE: Beat the Applicant Tracking System 9 am – 12 pm Register HERE by 4/30</p>	2	3
6	<p>7 Toastmasters: 12-1pm IN PERSON AT NCWORKS Enhance your personal communication style! Register at deborah.shafeei@ncworks.gov. ONLINE: Resume Writing 1– 4pm Register HERE</p>	<p>8 ONLINE: Effective Cover Letters 9am -12pm Register HERE by 5/7</p>	<p>9 ONLINE: LinkedIn for Job Seekers 1 – 4:30pm Register HERE by 5/8</p>	10
13	<p>14 ONLINE: Job Search & Networking 1:00 pm - 4 pm Register HERE by 5/13 IN PERSON: Basic Computer Skills for Todays Workforce 2pm-5pm at Perry Health Campus Register HERE by 5/13</p>	15	<p>16 ONLINE: Interview Preparation 1pm- 4pm Register HERE by 5/15 IN PERSON AT NCWORKS: Navigating NCWorks 9:30 – 11am IN PERSON-NCWORKS DURHAM Resumes Workshop Register HERE by 5/15</p>	17
20	<p>21 Toastmasters 12-1pm IN PERSON AT NCWORKS Enhance your personal communication style! Register at deborah.shafeei@ncworks.gov ONLINE: Digital Skills 9am – 12pm Register HERE by 5/20</p>	22	<p>23 IN PERSON: Resume Style and Organization 10am – 1:00pm Register HERE by 5/22</p>	24
27 MEMORIAL DAY	28	<p>29 IN-PERSON: Job Search for Mature Workers 10am – 1:30pm Register at NCWORKS.gov</p>	<p>30 IN PERSON-NCWORKS DURHAM Resumes Workshop Register HERE by 5/15</p>	31

June 4th
ONLINE:Resume Writing
Register [HERE](#) by 5/31

June 6th
ONLINE: LinkedIn Learning
Register [HERE](#) by June 5th

You MUST register with NCWorks or Wake Tech prior to the workshop date!

For NCWorks:

1. Set up a profile at www.ncworks.gov
2. Under the “MY RESOURCES TAB” select UPCOMING EVENTS
3. *Filter course by “Capital Area Workforce Development Board”/ Raleigh NCWorks Career Center
4. Look at the event calendar and click on the class you would like to attend
5. Scroll down to the bottom of the page and click “REGISTER”
6. You will receive a confirmation email from NCWorks Online confirming your registration.

**To register for workshops at NCWorks Durham, change the filter to Durham Workforce Board. Use Mid-Carolina Workforce Board for workshops in Moore County.*

If you need assistance, email deborah.shafeei@ncworks.gov.

For Wake Tech Workshops:

Navigate to <https://secure.waketech.edu/ceres/public/reservation?g=1>



- **Search for Workshop Title and Start Date**
- **Check the box** on the left next to the course title.
- **Read details** for class meeting dates/time & platform (Moodle and/or Teams.)
- **Scroll Down** to the end of the page.
- **Click “Next Step”** at the bottom of the page.
- **Choose “New Student”** if you have not set up an account before in the reservation system OR choose “Returning Student” if you are a returning student.
- **Complete** the reservation process—an email confirming a successful reservation will be sent.
- **The instructor will send you the class link 24 hours before the course.**



LOCAL GOVERNMENT
career expo

June 8, 2024

🕒 1 – 4 p.m.

📍 NC State McKimmon Center

🔗 logocareerexpo.com

CAVD
CAPITAL AREA
WORKFORCE DEVELOPMENT

NC
works

The graphic features a smiling woman with glasses and curly hair, wearing a blue patterned shirt, holding a smartphone. The background is a blurred office setting.

If you have questions or need assistance, send an email to deborah.shafeei@ncworks.gov