

FREE Classes at Tarawa Terrace January – June 2019

Conflict Resolution in the Work Place

Learning to manage conflict is a necessary skill for the workplace and all aspects of life. Different methods can be used to resolve different types of conflict. In this course, you will learn how to combine conflict management techniques with good communication skills to facilitate effective conflict management. 15 hours.

Jun 3 – Jun 7 • M – F • 9:00am – 12:00pm

Charting Your Course to Success

This class is designed for those who have been out of the workforce and those looking for a career change. Emphasis will focus on transferable skills, skills assessment, and career possibilities. An academic assessment and interest inventory will be included in the class. Students will set goals and establish a career plan. 15 hours.

Jan 14 – Jan 18 • M – F • 9:00 am – 12:00 pm

Mar 11 – Mar 15 • M – F • 9:00 am – 12:00 pm

Apr 29 – May 3 • M – F • 9:00 am – 12:00 pm

Packaging Your Skills for Success

An effective resume is the first key to getting the job you want. Learn how to package your skills and experiences to get you through the door to an interview. This course will review various resume styles and offer hints and tips for presenting your individual experiences. Each student will create an effective resume as part of the course. Students will need a basic familiarity with computers for this class. 20 hours

Jan 28- Feb 1 • M – F • 9:00 am – 1:00 pm

Mar 18- Mar 22 • M – F • 9:00 am – 1:00 pm

May 6- May 10 • M – F • 9:00 am – 1:00 pm

Putting Your Best Foot Forward

What makes a successful interview? Learn the tips and techniques of successful interviewing and maximize your chances of getting a job. Designed to build your confidence, students will learn how to dress to impress and discover the answers employers are looking for when asking common interview questions. This class will focus on face-to-face interviews, but will also discuss phone and webcam interviews. Come discover how to make the most of your interview and really impress a potential employer. 20 hours

Feb 4 – Feb 8 • M – F • 9:00 am – 1:00 pm

Mar 25 – Mar 29 • M – F • 9:00 am – 1:00 pm

May 13 – May 17 • M – F • 9:00 am – 1:00 pm

Success by Choice

This course is designed to teach soft skills for the business environment. It provides key success factors in accomplishing business goals, building self-confidence, acquiring good communication and listening skills, using sound judgment to problem solve, and the successful and wise use of social media. Students will learn how to tap the power of their emotional intelligence and use the lessons of their past to shape their future. 15 hours

Feb 25 – Mar 1 • M – F • 9:00 am – 12:00 pm

Apr 8 – Apr 12 • M – F • 9:00 am – 12:00 pm

May 20 – May 24 • M – F • 9:00 am – 12:00 pm

The Art of Networking using Social Media

This course will educate students in the new networking opportunities afforded by social media. Students will learn the use and benefits of various digital communication platforms such as LinkedIn, Facebook, Google plus, and Twitter in connecting to employment opportunities. The class will discuss security pros and cons for these sites. 15 hours

Feb 11 – Feb 15 • M – F • 9:00 am – 12:00 pm

Apr 1 – Apr 5 • M – F • 9:00 am – 12:00 pm

NO COST to those who qualify. Earn a scholarship valued up to \$180 for a continuing education class when you complete 80 hours of Human Resources Development (HRD) classes.

FREE CHILDCARE may be available. Call 910.450.1678 to see if you qualify.

For more information or to register, call 910.938.6309. rupertm@coastalcarolina.edu
Family Member Employment Center



No Federal or USMC endorsement implied.

