



BBNA

Workforce Development Job Club-Workshop Schedule

ALEXsys: Alaska's Job Bank

(Held Once Per Month)

PLEASE CALL TO SIGN UP (842-2262)

DATE:	TIME:
January 3, 2011	10:00 AM—12:00 Noon

- **Meeting Area:** BBNA Main Office-Workforce Side in **Room: 128 A**
- This class will cover the State of Alaska's Job Bank online at www.jobs.state.ak.us; how to register, how to create a resume using it's Resume Builder and the basics of Job Searching.

SMART Goal Setting

(Held Once Per Month)

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DATE:	TIME:
January 10, 2011	9:00 AM—12:00 Noon

- **Meeting Area:** Head Start Orange Room
- SMART = Specific, Measurable, Attainable, Realistic, and Timely. We will go over this concept and create our own goals.

Interest Assessments

(Held Once Per Month)

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DATE:	TIME:
January 24, 2011	9:00 AM—12:00 Noon

- **Meeting Area:** Head Start Orange Room
- Identify key barriers that keep people from conducting a successful job search or succeeding on jobs with the Barriers to Success Skills Inventory. There will also be other assessments discussed, they will be available for you to take.

Application Completion

(Held Once Per Month)

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DATE:	TIME:
January 10, 2011	9:00 AM—12:00 Noon

- **Meeting Area:** Head Start Orange Room
- Learn the basics of completing a job application, why attaching a cover letter and resume is important and tips and tricks to a great application!

Financial Skills for Families: Budgeting

(Held EVERY Thursday)

PLEASE CALL TO SIGN UP (842-2262)

DATE:	TIME:
January 13, 2011 Building a Healthy Economy	9:00 AM—12:00 Noon
January 20, 2011 Developing a Spending Plan	9:00 AM—12:00 Noon
January 27, 2011 Working with Checking and Savings	9:00 AM—12:00 Noon

- **Meeting Area:** Head Start Orange Room
- The *Building Native Communities: Financial Skills for Families* curriculum teaches about:
 - building a healthy economy
 - developing a spending plan
 - working with checking and savings accounts
 - understanding credit and credit reports
 - accessing credit

Crafty Friday!



Everyone is welcome to stop in to Workforce between 11am and 2pm to work on craft projects. Bring in your own supplies or use ours, whatever you like! We will be open to teach others, visit, or just sit and relax.