



Employment Readiness Program

Class Schedule (2011)

Army Community Service, Bldg 2494, Ricker Road, Fort Bliss, TX.

To register, call: (915) 569-5838

****Ask About Free Child Care Vouchers****

Basic Ten Steps to a Federal Job
9:00am to 12:00pm
Jan 11th
Feb 8th
Mar 8 th
Apr 12 th
May 10 th
Jun 14 th
Jul 12th
Aug 9th
Oct 11th
Nov 8th
Dec 13th

Advanced Ten Steps to a Federal Job
1:30pm to 4:00pm
Jan 18th
Feb 15th
Mar 15 th
Apr 19 th
May 17 th
Jun 21st
Jul 19 th
Aug 16th
Oct 18th
Nov 15th
Dec 20th

Ace Your Next Job Interview
9:00am to 12:00pm
Jan 6th
Feb 3rd
Mar 3rd
Apr 7 th
May 5 th
Jun 2nd
Jul 7 th
Aug 4th
Oct 6th
Nov 3rd
Dec 1st

Writing a Winning Résumé
9:00am to 12:00pm
Jan 27th
Feb 24th
Mar 24th
Apr 28 th
May 26 th
Jun 23rd
Jul 28th
Aug 25th
Oct 27th
Nov 17th
Dec 22nd

Jumpstart Your Job Search
9:00am to 12:00pm
Jan 21st
Feb 25th
Mar 18th
Apr 15th
May 20 th
Jun 17th
Jul 15th
Sep 16th
Oct 21st
Nov 18th
Dec 16th

Networking for Job Search
9:00am to 12:00pm
Jan 13th
Mar 10th
May 12th
Jul 14th
Nov 10th

Career Exploration & Planning
9:00am to 12:00pm
Feb 17th
Apr 21st
Jun 16th
Oct 20th
Dec 15th

How to Mobilize Your Home Business
9:30am to 12:00pm
Jan 5th
Apr 6th
Jul 6th
Oct 5th

ACS Hiring Fairs
9:00am to 1:00pm
Feb 8th
Aug 30th

Working a Hiring Fair
Jan 20th (9:00am to 11:30am)
Feb 13th (1:00pm to 3:30pm)
Apr 14th (9:00am to 11:30am)
May 5th (1:00pm to 3:30pm)
Jul 14th (9:00am to 11:30am)
Aug 4th (1:00pm to 3:30pm)
Sep 15th (1:00pm to 3:30pm)



(search) Fort Bliss Employment Readiness Program

Webpage: blissmwr.com/erp/

EMPLOYMENT ORIENTATION!

Every Monday & Wednesday at 10:00am – 11:30am

Come learn how both the Employment Readiness Program and Workforce Solutions Upper Rio Grande can assist Military Family members with their Job Search!

Class Description

Ace Your Next Job Interview

This class will cover types of job interviews, preparation for the meeting, and the three parts of an interview. Participants will learn how to answer common, behavior-based, difficult, and illegal interview questions. Proper follow-up techniques, job fair etiquette, dress, and tips on salary negotiation will also be covered. A mock interview will be presented.

Advanced Ten Steps to a Federal Job

This class is for job seekers that have created a Federal résumé and need assistance in making the résumé more objective oriented to make the “Best Qualified” List.

Basic Ten Steps to a Federal Job

This class is for job seekers that know very little of the application process for Federal jobs and the RESUMIX system. You will learn the Ten Steps to a Federal job and the basics to market your federal résumé. We will also introduce KSA narratives, and the initial screening process.

Career Exploration and Planning

This class will focus on career planning and goal setting. Through self-assessment techniques and discussion participants will identify values, skills, interests, and personality traits that will assist them in developing a career profile and plan of action. The Army Spouse Career Assessment Tool (ASCAT) will be introduced as a comprehensive resource to assist Army spouses in achieving greater clarity and direction for career decision-making.

How to Mobilize Your Home Business

Learn the facts you need to make an informed decision on selecting and starting a home business. This class is taught by a representative from the Women’s Business Border Center.

Jumpstart Your Job Search

This class will cover common job seeker pitfalls, how to utilize the F.O.C.U.S. method, proven techniques to strategize and evaluate your search plan, practical goal-setting exercises, and advice on how to maximize your time to develop an efficient full-circle job search strategy. Avoiding the job search blues will also be covered.

Networking for Job Search

This class will teach the basics for those new to networking and more sophisticated techniques for more experienced networkers. You will learn to identify and expand your network, types and strategies for networking, and techniques to overcome roadblocks to your networking success.

Working a Hiring Fair

This class will cover the steps to get prepared for a hiring fair. We will also discuss the types of job fairs as well as the Do’s and Don’ts in a hiring fair.

Writing a Winning Résumé

This class will focus on understanding the basics of résumé writing, the executive summary, cover letters, and techniques to successfully market your skills and accomplishments.