

## October 2021 Online Career Skills and Resource Lab Workshops



21st Century Skills are career readiness and workplace success skills necessary to gain and maintain employment, as well as advance in a career. These skills include knowledge, work habits, and character traits that employers are looking for and find valuable in the workplace.

How do I develop 21<sup>st</sup> Century Skills? Each month, NOCE will host a series of workshops focused on 21<sup>st</sup> century career readiness and workplace success skills.

21<sup>st</sup> century workshop topic for the month of October

**Empathy**

All workshops will be held online through Zoom. Students who register for any workshops will receive an e-mail with Zoom meeting details the evening before the workshop.

RSVP online at: [noce.edu/workshops](https://noce.edu/workshops)

Critical Thinking

Collaboration

Managing Information

Communication

Technology

Personal Growth and Well-Being

Date and Time	Workshop Title and Description
<input type="checkbox"/> Tuesday 10/5/2021 5 p.m. – 6 p.m.	<b>Cover Letter Basics</b> What is a cover letter? Receive tips and tools for writing a professional cover letter.
<input type="checkbox"/> Thursday 10/7/2021 5 p.m. – 6 p.m.	<b>LinkedIn 103 Boot Camp Series: Writing Your “About” Section</b> Learn strategies and techniques to help you write a meaningful and impactful story that can get you noticed by recruiters and hiring managers.
<input type="checkbox"/> Tuesday 10/12/2021 5 p.m. – 6 p.m.	<b>Preparing for Your Interview</b> Learn how to prepare for your job interview in terms of researching the employer, knowing what to expect in a job interview, how to combat anxiety, and more.
<input type="checkbox"/> Wednesday 10/13/2021 5 p.m. – 6 p.m.	<b>21<sup>st</sup> Century Skills: Empathy</b> Learn how COVID-19 changed empathy in the workplace and why empathy is so important.
<input type="checkbox"/> Thursday 10/14/2021 5 p.m. – 6 p.m.	<b>LinkedIn 104 Boot Camp Series: Hidden Marketing Tools</b> Learn marketing strategies using Connections and Networking.
<input type="checkbox"/> Wednesday 10/20/2021 5 p.m. – 6 p.m.	<b>Accepting and Declining Job Offers</b> Learn salary negotiations skills including ethical considerations and dealing with multiple job offers.
<input type="checkbox"/> Thursday 10/21/2021 5 p.m. – 6 p.m.	<b>LinkedIn 105 Boot Camp Series: How to Job Search Using LinkedIn Features</b> Learn how to navigate LinkedIn to search for jobs and to use Easy Apply.
<input type="checkbox"/> Tuesday 10/26/2021 5 p.m. – 6 p.m.	<b>Resume: Choosing the Right Template</b> Learn how to choose the right resume template and format to get noticed by a recruiter or hiring manager.
<input type="checkbox"/> Wednesday 10/27/2021 5 p.m. – 6 p.m.	<b>Dress for Success</b> Obtain tips to make a strong impression and learn what to wear in a job interview.



Thursday 10/28/2021  
5 p.m. – 6 p.m.

**LinkedIn 106 Boot Camp Series: Writing a LinkedIn Post**

Learn basic tips and strategies to help you draft a professional LinkedIn post.

These workshops are designed to give students an opportunity to develop professional relationships, acquire new ideas, improve skills, as well as provide current and relevant job market information to those looking for employment.

**Why LinkedIn?**

- It is the most widely used professional social media platform in the world
- Employers find you!
- Connect with experts in your field

**Take advantage of the LinkedIn Boot Camp Series to learn how to make it work for you.**

**Career Skills and Resource Lab**

**Online Fall Semester Center Hours:**

Monday – Thursday  
10 a.m. – 8 p.m.

**Your Center For:**

- Canvas, Zoom, and MyGateway
- Career Exploration
- Resume and Cover Letter Building/Review
- LinkedIn and LinkedIn Learning
- NOCECareerConnect, Online Job Board
- Portfolium (ePortfolio)
- Interview Preparation
- Job Searching
- Online Job Applications
- Soft Skills Workshops

**Contact the Career Skills and Resource Lab for more information at:**

E-mail: [careerhelp@noce.edu](mailto:careerhelp@noce.edu)

Phone: 714.808.4717



**Empathy is**  
seeing with the eyes of another,  
listening with the ears of another,  
and feeling with the heart of another.



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