



## WORKSHOP DESCRIPTIONS

### **Boot Camp: College Transfer Applications**

This workshop (boot camp) is for students who are ready to apply as a transfer student to any college. The workshop will help you prepare for your college applications and make sure you have the right resources to be able to apply to the school you want.

### **Canvas**

Learn the new website EVC be using for online courses. In this workshop, you'll learn how to navigate the new environment and become familiar with its many functions.

### **Excel - Beginner (*Intermediate levels also offered*)**

You'll gain a basic understanding of Excel and work on some practice exercises to help you learn how to use Excel.

### **Microsoft Word - Beginner/Intermediate/Advanced**

These workshops provide you with learning different levels of Microsoft Word. From learning basic functions to creating elegant looking documents, you'll be about to use Word for any writing assignment you have.

### **PowerPoint - Beginner/Intermediate/Advanced**

Need to present something for your class assignment and/or at a meeting at work? Learn how to use PowerPoint to present your ideas and information in a creative and enlightening way. Different levels of PowerPoint workshops are offered to suit your needs.

### **SEAASE Program Orientation**

The orientation will have:

- Program overview
- Textbook support/loan info
- University campus tour sign ups
- Light Food & Beverage

## LEADERSHIP DEVELOPMENT WORKSHOP SERIES

### **Resume/LinkedIn**

Learn the tools for building a professional profile and marketing your skills for your future job or career. Leave this workshop with feedback on your resume and your own LinkedIn profile.

### **Cover Letter Writing**

If you want to stand out to employers, write a cover letter to help you stand out from other candidates. This workshop will provide you with a basic understanding of what a cover letter is and the skills you need to write a great cover letter.

### **How to Build a Professional Network**

Learn how to connect with professionals in the industry you'll be applying for. Take a step ahead and connect to people who can become your reference, mentor, colleague, and/or next manager.

*Recommended workshop taken before: Resume*

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#### **SEAASE Program**

Program Coordinator: Cindy Lien

Office: Library LE 211

P: 408-223-6712

Visit our website: <http://www.evc.edu/academics/special-academic-programs/seaase>

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### **Writing Effective Communication**

In a professional setting, writing is everything. This workshop will teach you how to write effective communication to your colleagues and managers using email and other writing methods. You'll learn how to get your point across clearly and get what you request done quickly.

### **Job Searching & Interviewing**

Got a resume and cover letter? Now put it to work in this hands on workshop in searching for jobs. Also, learn some tips and techniques on nailing that interview.

*Recommended workshop taken before: Resume, Cover Letter Writing*

### **Mock Interviewing**

Practice, practice, practice! Put all of your interviewing skills together for a test run. Get a chance to practice interviewing before your big day. (Advance sign up required)

*Recommended workshop taken before: Resume, Cover Letter Writing, Job Searching & Interviewing*

### **Managing and Leading**

One in the same? Is being a good manager the same as being a good leader? Explore what management and leadership looks like in and outside of the workplace environment.

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