

LAGUNA WOODS PC CLUB ONLINE CLASSES IN MAY

**Are you interested in continuing your work life
or in exploring new job opportunities?**

During this time of Laguna Woods closures, including the Learning Center and the Workshop, all classes and SIGs are being offered free to residents.

As with our prior class sessions, select Class Registration in the left menu. If you have difficulty registering, please email educationchair@thepcclub.org with your interest(s) or questions, and your phone number, and we'll get you registered.

All offerings will continue to be on Zoom. You will get the most value from video learning if your computing device has a camera and microphone. If you do not have a camera and microphone, you can still watch the instruction, and speak by smart phone.

Tuesday May 11, 2021 10:00 am – 11:00 am

Financial Freedom

Instructor: Paul Kratzer

Are you looking for financial peace. An overview on personal finances including dealing with budgeting, getting out of debt, increasing your income, preparing for emergencies, saving for retirement, building wealth, etc. will be presented.

Thursday May 13, 2021 10:00 am – Noon

**Gig Jobs & How Anyone Can Break into the Film Industry as an Extra –
*no age limit for Gigs & Film Extras***

Instructors: Paul Kratzer & Kay Harrison

Class participants learn what Gigs are, why people do gig work and how people find gigs to do. Topics include a discussion of gigs in the context of Laguna Woods, and presents an internet platform available for us to do gigs for each other to earn a little extra money and save a little on things we want and need. Additionally, information will be presented on how anyone can become a working film and TV Extra in major and independent film and television shows.

Tuesday May 18, 2021 10:00 am – 11:00 am

How to find any job in the current employment market

Instructor: Kay Harrison

Class participants will learn how and where to find any job in the current employment market, and the tools you need to start.

Thursday May 20, 2021 10:00 am – 11:00 am

Analyzing the Job Description

Instructor: Kay Harrison

Class participants will learn how to thoroughly read and understand a corporate/professional (or other) job description so that they can submit a job-targeted resume, get an interview, and support the interview process. Participants to supply a job description of their choosing for class analysis.

Tuesday May 25, 2021 10:00 am – 11:00 am

Resume Writing

Instructor: Dr. Kathryn Green

Want to get a job and need a resume and cover letter?

In hiring, most companies now use a computerized system to do a 'first sorting' of job applicants. This concept is called an applicant tracking system – abbreviated as ATS.

No matter what your actual qualifications, this can become a barrier to being considered. But with the skills you will gain in this class, you will learn how to write an ATS friendly resume that positions you in the top 25% of candidates (get high ATS scores), showcases your qualifications for your targeted job listing, demonstrates depth and breadth at a glance, and supports a successful interview. Topics include packaging your education and transferable skills to match the job listing requirements, identifying key words and phrases in the job listing to include in your resume, and understanding important components of a cover letter.

Thursday May 27, 2021 10:00 am – Noon

Interviewing

Instructor: Dr. Kathryn Green

Want to ACE the interview?

The goal of this class is to provide an in-depth analysis of the interviewing process and prepare the participant for an effective interviewing experience. Preparation is as important as the interview itself. Learn how to sell yourself and communicate that your transferable skills set matches the requirements for your targeted job. Topics include interview prep, informational interviewing, types of interviews (ex: panel, telephone, online), common interview questions and answers, and salary negotiation.

By Appointment

One-on-One: Mock Interviewing

Instructor: Paul Kratzer

Contact Information: (323) 528-1442 | paulkratzer@yahoo.com

Class participants may schedule a one-on-one Zoom interview with the instructor. The interviewee needs to provide a resume and title of a job they want to apply for and the job description prior to the mock interview.

My experience: I have developed and presented over 150 weekly job readiness workshops in person and online and conducted hundreds of mock interviews that helped over 1,000 job seekers of all ages move ahead in their jobs and careers.

By Appointment

One-on-One: Taking the Next Job Search Step

Instructor: Joan Scully

Contact Information: joanscully123@gmail.com

Are you stuck? After absorbing the information available in this series of classes designed to target and match your skills in a new and more sophisticated employment world, are you overwhelmed? Is that pen frozen in your hand? Are you planning on getting started tomorrow? Maybe next week? FEAR of the next step is only a small 'pause in your cause'. Let's talk it out.