

Laguna Woods PC Club

Career Classes

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

To Register: Visit the PC Club website at <https://www.thepcclub.org/> and select Class Registration in the left menu. Or visit the PC Club Workshop on the third floor of the Community Center from 11AM to 3PM weekdays to register manually. Classes are held in the PC Club Learning Center, adjacent to the Workshop.

Financial Peace

Tuesday October 5, 2021 10:00 am – Noon

Instructor: Paul Kratzer

Cost: \$5 members \$10 non members

This workshop, an overview of a longer course titled Dave Ramsey's Financial Peace University, discusses preparing for emergencies, getting out of debt, preparing for the future, increasing your income, and building wealth. Topics include budgeting, 7 baby steps, buyer beware, and insurance.

Create Effective Resumes that Get Interviews

Saturday October 9, 2021 10:00 am – 11:30 am

Instructor: Dr. Kathryn Green

Cost: \$5 members \$10 non members

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

With the skills you will gain in this class, you will learn how to create 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.

Gig Economy

Tuesday October 12, 2021 10:00 am - Noon

Instructor: Paul Kratzer

Cost: \$5 members \$10 non members

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.

OVER >>

For Laguna Woods Village Residents and their guests only

ACE the Interview!

Saturday October 16, 2021 10:00 am - Noon

Instructor: Dr. Kathryn Green

Cost: \$5 members \$10 non members

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.

Working for a Younger Boss

Tuesday October 19, 2021 10:00 am - Noon

Instructor: Paul Kratzer

Cost: \$5 members \$10 non members

Having a younger boss goes against long-held career and status norms. We're used to reporting to someone older and more experienced. So the generational shift can be disturbing psychologically. We may feel resentment. We may feel we are not valued and respected. Plus there's the genuine fear of getting fired if the boss isn't on board with having an older worker on the team. This workshop will present 6 tips for older workers who have younger bosses.

By Appointment

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.