

May Onsite Classes



ST101: Preparing for your Job Search: Evaluate your Skills, Research the Market, Create your Plan

Understand the job market and how to identify your skills.

Wed, 5/18 at 11am in B4S / 2419

ST102: Creating Resumes in the Age of Technology

Design your resume to land an interview in a technological world.

Wed, 5/18 at Noon in B4S / 2419

Wed, 5/25 at Noon in B4S / 2419

ST103: Networking and Telephone Techniques

Get past the "gatekeeper" and find your next job in the hidden job market.

Wed, 5/19 at Noon in B4S / 2419

ST105: ABC's of Workintexas.com, Perfect your Profile

Create, maximize and perfect your online profile to receive the best exposure in the largest job database in the state of Texas.

Thu, 5/26 at Noon in B4S / 2419

ST106: Interviewing Techniques and Tips

Anticipate, prepare and practice great answers for tough interview questions.

Wed, 5/19 at 11am in B4S / 2419

Wed, 5/25 at 11am in B4S / 2419

ST107: Internet Job Search

Utilize web based techniques that give you an advantage in your job search.

Wed, 5/5 at Noon in B4S / 2419

ST114: LinkedIn Workshop - Introduction

LinkedIn is used by most US job recruiters. Learn what it is, how to create your profile, and how it can help your job search and networking.

Wed, 5/5 at 11am in B4S / 2419

ST115: LinkedIn Workshop - Advanced

Expand your connections and learn how to maximize your LinkedIn approach.

Prereq Intro-LinkedIn class preferred but not required.

Thu 5/26 at 11am in B4S / 2419

ST116: LinkedIn Workshop - Advanced Interactive

Prereq: LinkedIn Workshop - Intro or be proficient in LinkedIn.

Hands-on class in a computer training facility. Gain a deeper understanding of LinkedIn capabilities. Real-time Q&A with Instructor.

Tue, 5/17 at 11am in B20 / 116

Tue, 5/17 at Noon in B20 / 116

New!

Open to all Civil Servants and Contractors who are badged to come onsite. Classes are also available off site for everyone else.
For off site class info: [Click Here](#)



ST110: Budgeting, Debt Elimination and Cash Flow Management

Revised!

Overview of money and debt management, development of an emergency fund, and how to use insurance to protect your family.

Wed, 5/11 at 11am in B4S / 2419

ST111: Building your Nest Egg (Ages 20's–50's or getting started at any age)

Revised!

Learn how much you need in your nest egg, types of investments, money management and ways to minimize risk.

Wed, 5/11 at Noon in B4S / 2419

ST112: Strategic Preparation to Use your Nest Egg (Ages 60's+)

Revised!

How to maximize your 401k, minimize tax impacts, and take distributions on the money you've saved.

Thu, 5/12 at 11am in B4S / 2419

ST113: The Retirement Years

Revised!

Overview of how to preserve your assets after you've retired, estate issues, and long-term care insurance.

Thu, 5/12 at Noon in B4S / 2419

ST117: Preparation for Separation & Retirement (For all transitioning employees)

New!

Transition checklist that includes issues such as your 401K, life and health insurance coverage, and staying on track.

Tue, 5/10 at Noon in B30 / 2090