



4 KEYS TO SUCCESS

Live & Virtual (Zoom) Workshops

Career Management Skills **Mondays Live only**

4 Keys to Success Workshops

- Well Written Résumés • The Art of Interviewing

10:00 a.m. to 12:00 p.m. at the

West PIC Office/West Oakland Library

1801 Adeline Street 2nd Floor Oakland, CA 94607

510 419-0392 call for reservations

***All Workshops and Classes below, are held at
Downtown PIC offices 1000 Broadway Ave Suite 625
Oakland, CA 94607 510 675 7910 by appointment only***

Basic Microsoft Office Classes **Wednesdays Live**

1000 Broadway Avenue, Suite 625 Oakland, CA 94607

Must call or email for a reservation to the classes

9:00 a.m. to 11:30 a.m.

- Microsoft Word (Performing Basic Tasks)
- PowerPoint Basics • Excel Basics
- Must have Microsoft Office

Well Written Résumés **Fridays via Zoom**

9:00 a.m. to 10:00 p.m.

- Formatting the Right Resume style
- Dealing with Gaps In Job History
- Positive Metrics in Your Resume
- Dealing with ATS (Automatic Tracking Systems)

The Art of Interviewing **Fridays via Zoom**

11:00 a.m. to 12:00 p.m.

- Types Of Interviewers' Questions
- How To Respond • How The Interviewers Will Score You

Individual Sessions **Fridays via Zoom only!**

9:00 a.m. *(By Appointment Only)*

- One on One Resume Assistance
- Mock Video Practice Interviews
- Employment Readiness
- Basic Computer Use for Job Hunting

Contact Reservation Information

If you wish to participate in any of these workshops:

Reservations are required!

Contact me for reservations and the Zoom link:

kevinkwilhelm@outlook.com

kevinw@oaklandpic.org

or

Contact me by phone:

1 510 675-7910 PIC office

Instructor: Kevin Wilhelm

All virtual classes uses Zoom* (Youtube.com Zoom Overview on how to use Zoom)

Copy and paste into your browser

<https://youtu.be/5iap0Ffl5Lg>

You must have a tablet, phone or computer with Audio and Video capability

Certified Resume writer
The National Resume Writers
Association
Member since 2020



International Association of Interviewers
Certified Professional Career Interviewer
Member since 2020

“WIOA Title-1-financially assisted program or Activity is an equal opportunity employer/program, Auxiliary aids and services are available upon request to individuals with disabilities.”

*Off-Site Live PIC Workshops
are also available!
Call for info*