



# FREE WORKSHOPS



**SHAFER**  
LEADERSHIP ACADEMY

## **How to Know What You Are Good At**

What makes you tick and want to come to work every day? Learn how to identify and utilize your strengths so that you can find work that is meaningful to you.

## **Setting a Goal for Tomorrow**

Goals are what take you from dreaming to doing. What is stopping you from making a goal? Together we will discuss how to create measurable goals- we will create an achievable goal that you can accomplish.

**Job Search Confidence: How to Stay Motivated & Focused** How do we keep looking when the going gets tough? Together we will discuss how to hone a confident mindset in the face of setbacks and obstacles.

## **How to Read Job Descriptions and APPLY**

How do you know what an employer is really looking for? Together we will talk through how to examine a job description and apply to a job with an application that stands out.

## **Gaining Respect in the Workplace**

Every relationship has a deposit or withdrawal. Learn how to create and rebuild relationships when trust has been broken.

## **Resume Basics**

Is your resume making the right impression? Learn the basics of what is most important to develop a professional, customized, and polished resume that will appeal to any employer.

## **How to Get People to Hear You**

Your thoughts and concerns are valuable. We will discuss how you can effectively share your perspective, be acknowledged, and receive beneficial feedback from others in the workplace.

## **How to be Visible Online Where Employers Are**

Your digital footprint is your first impression to all. Learn about leveraging the power of LinkedIn to foster connections and increase your visibility.

## **How to Talk About Disabilities**

Why is it sometimes difficult to talk about disabilities? What words would you use to describe yourself and your identities? In this session, the presenter will share some quick and easy tips for everyday language to use when talking about disabilities and accommodations.

## **How to Introduce Yourself**

What do you say when you first meet someone? During this workshop- you will create an introduction that will make a difference every time you meet someone new- show you best yourself and impress others!

## **How to Make a Great First Impression**

Some believe it takes less than 30 seconds to make a first impression- and that impression is lasting – make it count. Together we will discuss what matters most when you first meet someone.

## **How to Connect with Others to Find a Job**

Sixty to eighty percent of jobs are found through networking. What does that mean and how do you do it? Learn about the Who, What, Where, When, and How of networking basics

## **Not Enough Time in the Day? What To Do About it**

Make the most your day by knowing how to manage your time from morning until evening- set up habits and routines that will allow you to be more productive.

## **Overwhelmed, Overworked, Overlooked**

Burnout has become one of the biggest challenges in the workforce today. Learn tips for how to de-stress, prioritize yourself, and find energy again in your daily life.

## **How to Ace the Interview**

Learn holistically about in-person, phone, and video interviewing strategies to ensure you are prepared for your next interview. The resume may get you the interview, but the interview gets you the job!

## **Get Paid What You are Worth**

Let's talk about how to ASK for what you want whether you are negotiating salary or asking for a raise. Your experiences and skills are valuable- determine your worth and pursue that goal.

## **How to Stay Motivated Through the Day**

What keeps you going all day? Together we will discuss celebrating the wins, focusing on goals and tasks, and contributing to the bigger picture.

## **Understanding Your Rights as an Employee**

This training session will help you know when to seek help, as well as knowing what are your rights. Your rights start at the time of the application and protect you even after you no longer work for that company.

## **Dealing with Difficult People**

Learn how to talk with someone that always seems to be difficult. Let's talk through how you move forward, start the conversation, and get work done.

## **How to Find a Remote Job**

Are you looking for a work from home job that fulfills you? Imagine the possibilities with remote work. Let's talk about how to position yourself to find a remote job that fits your needs.

## **Should I Stay or Go?: When to Quit**

Are you in the best role for you? Have you been wondering if there is something out there better but not sure when to make a move? Together, we will discuss how to make the decision to stay in your current role or move onto a new opportunity.

## **Computer Skills – Excel Basics**

Looking to learn excel for everyday tasks, school, or for your next job? This is a beginner class to learn basics excel functions from navigating and formatting a worksheet to basic formulas.

## **Computer Skills – Email Professionalism & Organization**

Your first impression over email can be lasting- understand the basics of email etiquette and learn helpful tips to manage the clutter in your email account so you have more time and less missed messages.

## **Making Your Money Last: How to Budget & Save**

Developing strong financial habits will have a great impact on your life and family. Learn core principles of how to save, spend, and budget to so you better prepared for the future.

## **Career Possibilities Over 50**

During this session, we will discuss the challenges, opportunities, and realities of ageism in the world of work and how we can define what works means for us!

## **Job Search Confidence**

How do we keep looking when the going gets tough? Together we will discuss how to hone a confident mindset in the face of setbacks and obstacles. We will also share specific job search strategies that will set us up for success in our job search.