



February at the BCC

Looking for a career update, help with your resume, investment resources or small business support? The Business & Career Center @ Fredricksen offers workshops and sessions to help you succeed and meet your goals. Find out how the BCC can open paths to new opportunities!

GUIDANCE SESSIONS

Choose this one-on-one session to receive feedback that encourages action to define & refine your goals. In addition, we can also conduct any available (current or past) BCC workshop in a Guidance Session appointment; just choose a time to suit your schedule and let us know what workshop you are interested in. Register at bcc.fredricksenlibrary.org.

MOCK INTERVIEWS

2ND AND 4TH MONDAYS OF THE MONTH, 10 AND 11 AM
TIME SLOTS, REGISTRATION REQUIRED

Practice your interview skills with an HR professional! This 30-45 minute session will consist of a simulated interview for a position you are interested in and an evaluation offering strategies for improvement. Dress for the part, do your research and come practice your interview skills!

TECHNOLOGY SKILLS

CLOUD STORAGE

TUESDAY, FEBRUARY 6, 10 AM

Google Drive, OneDrive, Dropbox, and many other platforms allow you to store documents and photos remotely to free up space on your devices. Learn about advantages and drawbacks of and how to harness the utility of "the cloud."

BASICS OF ENCRYPTION SOFTWARE

TUESDAY, FEBRUARY 20, 10 AM

Do you have privacy concerns on the internet? Encryption Software is a way to keep data that you send and receive over the internet safe and confidential. Come learn the basics of this valuable tool, develop a safer internet presence and put your privacy concerns to rest.

INTERMEDIATE EXCEL

TUESDAY, FEBRUARY 27, 10 AM

The follow up to our Excel for Beginners Workshop! Join us and learn next level Excel functions like VLOOKUP, SUMIFs and Pivot Tables in this hands-on workshop. You'll also learn crucial text-related features like splitting and joining text, removing duplicates and data validation.

CAREER WORKSHOPS

PROMOTING YOURSELF: CREATING A LINKEDIN PROFILE

TUESDAY, FEBRUARY 13, 10AM

LinkedIn is the professional platform that hiring managers scope out most often. Join us for this introductory workshop and learn how to set up a new profile or reboot your existing profile and experience the best professional results.

SMALL BUSINESS DEVELOPMENT WORKSHOPS

SOLOPRENEUR ROUNDTABLE

FEBRUARY 23, 12-2PM - *Overview of Customer Relationship Management (CRM) Software*

Come join our monthly roundtable discussion with other owners of small, local businesses (less than 5 employees) and share valuable insight into and support with the unique challenges that solopreneurs face! This roundtable will occur on the last Friday of the month at noon in The Business & Career Center HUB and will have a theme for each session. Please sign up for each session separately.

FINANCIAL LITERACY WORKSHOPS

REVERSE MORTGAGES: WHAT CAN YOU EXPECT?

THURSDAY, FEBRUARY 8, 6 PM

Is it right for me? What is a Reverse Mortgage, what do I need to qualify, what are the procedures are for obtaining and retaining a Reverse Mortgage, what are the financial requirements to obtain and / or the alternative options to consider (such as a home equity line of credit); what to avoid, drawbacks, obligations and how you can repay the debt.

PROTECTING YOUR IDENTITY & OTHER ASSETS

THURSDAY, FEBRUARY 15, 6 PM

In partnership with First Commonwealth Bank, we offer this module of the Money Smart for Adults Series, wherein we will address ways to recognize, respond to and reduce the risks of identity theft, along with strategies for protecting other assets.

Get details and register for free programs & workshops at bcc.fredricksenlibrary.org