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!

**PERSONAL AND PROFESSIONAL BEST WORKSHOPS**

**PROMOTING YOURSELF: HOW TO CREATE A SUCCESSFUL LINKEDIN PROFILE**
TUESDAY, SEPTEMBER 26, 12PM
Learn how to set up a new profile or refresh your existing profile and how to make this powerful networking tool work for you.

**MANAGING STRESS DURING TIMES OF CHANGE**
TUESDAY, NOVEMBER 7, 10AM
Learn how basic breathing techniques, becoming mindful, reducing technology and getting enough sleep bring balance to each new day. Learn how to make your stress POSITIVE and use it to keep you moving forward.

**MANAGING TIME IN A 24/7 WORLD**
TUESDAY, NOVEMBER 14, 12PM
Learn how to keep time on your side with a variety of planning tips and tools.

**SETTING GOALS ONE SMART STEP AT A TIME**
TUESDAY, NOVEMBER 28, 12PM
Join us for this interactive workshop where we’ll aim to organize, maximize and prioritize goals to hit your target every time.

**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.

**SMALL BUSINESS DEVELOPMENT WORKSHOPS**

**HOME-BASED BUSINESS ROUNDTABLE w/ SCORE**
Join other small business owners to network and share ideas to fine-tune best practices that support success.

**ZOOM SESSIONS AND TIMES:**
2ND TUESDAYS OF EACH MONTH, 12-1:30 PM, OR 4TH TUESDAYS OF EACH MONTH, 6-7:30 PM

As a resource partner of the U.S. Small Business Administration (SBA), SCORE (Service Corp of Retired Executives) has helped more than 11 million entrepreneurs through mentoring, workshops and educational resources since 1964. For more information about the organization, please visit their website at www.score.org.

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

CREDIT REPORTS & SCORES
THURSDAY, SEPTEMBER 14, 6 – 7 PM
In partnership with First Commonwealth Bank, we offer this module of our Money Smart for Adults Series, wherein we focus on credit reports and scores, building productive credit history and repairing and improving credit.

USING CREDIT CARDS
THURSDAY, OCTOBER 12, 6 – 7 PM
In partnership with First Commonwealth Bank, we offer this module of our Money Smart for Adults Series, wherein we focus on how credit cards work and how to manage them.

MANAGING DEBT
THURSDAY, NOVEMBER 9, 6 – 7 PM
In partnership with First Commonwealth Bank, we offer this module of our Money Smart for Adults Series, wherein we focus on different kinds of debt and ways to manage it.

TECHNOLOGY SKILLS WORKSHOPS

APPLE IPAD BASICS SERIES
TUESDAYS, SEPTEMBER 5 – OCTOBER 10, 6-7:30PM
If you’ve got an iPad and you think you’re not using it to its full potential, join experienced teacher James Gates in this face-to-face class to explore the many uses of the iPad that you may not know. This is a 6-week course—please plan to attend all sessions.

WORD BASICS
TUESDAY, OCTOBER 3, 10 AM
Learn beginner-level skills or update your older version skills in Microsoft 2019 (using BCC laptops).

EXCEL BASICS
TUESDAY, OCTOBER 10, 12 PM
Learn beginner-level skills or update your older version skills in Microsoft 2019 (using BCC laptops).

POWERPOINT BASICS
TUESDAY, OCTOBER 17, 10 AM
Learn beginner-level skills or update your older version skills in Microsoft 2019 (using BCC laptops).

INTRODUCTION TO GOOGLE SUITE
TUESDAY, OCTOBER 24, 12 PM
Google has its own set of productivity and creation tools, and they’re free – all you need is a Gmail account. Bring your own device and learn more about this versatile platform.

CLOUD STORAGE
TUESDAY, OCTOBER 31, 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.”

INTRODUCTION TO DIGITAL PHOTOGRAPHY
SIX WEEK COURSE
TUESDAYS, OCT 17, 24, NOV 7, 14, 21, 28, 6 – 7:30PM
Do you have a DSLR or mirrorless camera and aren’t sure how to use it? Are you still taking photos using only the AUTOMATIC mode? If you answered yes, then this is the perfect class for you! Each class, taught by instructor & photographer, Michael Yatsko, will begin with an exploration of a new topic followed by some hands-on application of the technique or idea. Weekly assignments will be given to reinforce what has been learned in class. During this class you will learn about the history of photography and cameras, the science behind how a DSLR camera works, the exposure triangle - aperture, shutter speed and ISO, many different composition techniques, lenses, and much, much more. In order to participate you need to have a DSLR or mirrorless camera. $150 fee covers all six classes. Ages 13+; Seating is very limited. Register online, via phone or in the library.

CAREER WORKSHOPS

CAREER EXPLORATION
TUESDAY, SEPTEMBER 5 AT 10AM
Identify skills & interests to find the right career path, upgrade through education, training, or change careers, no matter your current employment situation.

RESUME WRITING
TUESDAY, SEPTEMBER 12, 12PM
Learn how the Applicant Tracking System (ATS) software reads your resume to increase your chances to hear back from employers by using industry highlights & keywords!

GET THAT JOB!
TUESDAY, SEPTEMBER 19, 10AM
Helpful tips & resources that portray your best self to potential employers through an updated resume, concise cover letter, & targeted interview resources.