

# Project Transition

## FREE Job Readiness Workshops

### For Displaced Homemakers

Offered at Westchester Community College

#### You may qualify if you are:

Single Parent · Divorced · Separated  
Widow/Widower · Married with a Disabled or  
Unemployed Spouse · Loss of  
Financial Support

and

Unemployed or Underemployed

[ProjectTransition@sunywcc.edu](mailto:ProjectTransition@sunywcc.edu)



#### Create a Powerful Profile with LinkedIn

LinkedIn is the world's largest professional networking site and is a valuable tool for creating and maintaining a list of contacts with others. Job seekers, employers, and those looking for business opportunities all benefit from the power of LinkedIn.

Instructor: Melissa Capellan

**Remote Zoom session: Tuesday, July 23, 7:00 pm-9:00 pm**

#### Microsoft Excel Navigation and Basic Formulas

Excel is so much more than data entry. Track and report on data for your programs in the most efficient way – use the power of Excel's Formulas and Functions. *Prerequisite: Familiarity with Excel is required.* Instructor: Anita Tumminelli

**In-person, WCC Valhalla: Wednesday, July 24, 11:00 am-2:00 pm, Gateway 215**

#### Professional Communication

Students will learn practical ways to develop and demonstrate workplace professionalism. Topics will include professionalism in emails and messaging, professionalism in meetings and zoom calls, conflict avoidance and resolution, having a growth mindset, and handling constructive criticism. Instructor: Laura Arnett

**In-person, WCC Valhalla: Thursday, July 25, 11:00 am-2:00 pm, Gateway 219**

#### Get Interview Ready!

Join a career development professional to obtain tips for a successful interview. Work on and practice your elevator pitch and learn how to tell your story in a confident way that will catch the attention of an employer. Practice building your interview skills via mock interviews and get immediate feedback. Bring the latest version of your resume. Instructor: Lisa Bart

**In-person, WCC Valhalla: Friday, July 26, 11:00 am-2:00 pm, Gateway 215**

**Remote Zoom session: Thursday, August 1, 7:00 pm-9:00 pm**

Call or email for information and eligibility:  
914-606-5628 | [ProjectTransition@sunywcc.edu](mailto:ProjectTransition@sunywcc.edu)



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