

Workshop	Topics Covered	Description
Employability Portfolio	Resume, Professional List, Master Application and Employment Application	This particular topic is part of our Phase I Orientation, in which we explained to our jobseekers the importance of having a portfolio before meeting with CA and AE, covering all topics of what is a resume, who to contact for professional and personal references and having an Error free Master Application.
Interviewing Skills	Dealing with negative questions, dress codes and explaining your previous employment.	This particular topic is part of our Phase II Orientation, in which we explained to jobseekers the importance of answering negative questions, what's the difference between illegal/ legal questions, how to describe your limited employment history and the importance of first impression that leads to lasting impressions
Resumes	Resumes	Introduction and purpose of resumes. The advantages of learning how to compose one, identifying yourself, describing your limited employment history and understanding the difference between a chronological, functional and combinational resume.
Winway Resume Deluxe Program Career Zone	How to put a resume together. Exploration of employment goals and opportunities.	Program that assist all participates in creating their own resumes, tailoring in a more reader friendly format. This program also assists participates in making their own resumes more marketable for the business world. Career Zone, will assist jobseekers in searching for the most suitable employment opportunity that best fits their interest and in addition this, this program also provides them with alternative employment choices.