

# Work Shop Beries

Join us for a special series of <u>FREE</u> workshops during the month of March presented by:

## **Terence Norman**

He knows HR because he is HR.

### Behind the Scenes of Resumes

**March 8** 9 AM - 11:30 AM

Ever wondered how you stand against the competition? This workshop will give you an inside look on HR's perspective of your resume.

### Getting it Right

**March 15** 9 AM - 11:30 AM

Making a positive, lasting impression is important, with this workshop you will learn how to properly write your resume to express your skill set and qualifications.

#### Interview Bootcamp

**March 22** 9 AM - 11:30 AM

Whip those interview skills into shape with this interview bootcamp workshop, specifically designed to improve your performance.

#### **Interview Techniques**

#### March 29 9 AM - 11:30 AM

Interviewing well is an important skill to possess in the business world, with this free workshop you will learn the techniques necessary to succeed.

Terence Norman is a veteran human resource professional and is the director of HR at Birla Carbon.

### Registration is required.

To register, call 770-528-4300 or send an email to <u>information@cobbworks.org</u> with your name, address, phone number, & workshop selectioN Workshops will be held at CobbWorks Workforce Development Center. 463 Commerce Park Drive, Suite 100, Marietta, GA 30060

An Equal Opportunity Employer/Program Auxiliary Aids & Services Available Upon Request

A proud partner of the American Job Center network