There is no fee or registration required for the workshops. A description of each workshop is listed below along with the name of the presenter, time, date, and location of the workshop. Small gifts and prizes will be available at many of the workshops. The workshops are sponsored by the Support Services Office and you are welcome to visit them in the Student Center or call (269) 965-4150 for further information.

At the end of the semester there will be a drawing for two gift certificates. The gift certificates will be worth $25.00 each and can be used at the KCC Bookstore. Every time you attend a workshop your name will be entered into the drawing. The more workshops you attend the more chances you will have to win one of the gift certificates. The drawing will be held at the Support Services Office (Student Center – room 105) on Tuesday, November 18 at 2:00. All workshop attendees are invited to the drawing. The workshops are open to all. The drawing is limited to KCC students.

DIGITAL BACKPACK
Presenter: Tammy Douglas  9/22/14  2:00-3:00  Location: O 09

Need more time? Want to be better prepared for class? Stop by the above location to learn how to use technology to be more productive in class, while studying, and to manage your time. We’ll take a look at several easy-to-use technology tools and give you a chance to try them out! (Tammy Douglas is the Director of KCC’s Learning Technologies Department).

STUDENT SUCCESS
Presenter: Rob Fracassa  9/24/14  1:00-2:00  Location: Spring Lake Room

This workshop will explore the tools and resources to navigate a successful path for academic student success. Topics include: application, academic processes, transferring, KRIS, add/drop/withdrawals, catalog information, career information, and the advising website. (Rob Fracassa is an Academic Advisor and Instructor at KCC).

TRANSFERRING? ARE YOU READY?
Presenter: Kathy Jones  9/30/14  2:00-3:00  Location: Spring Lake Room

This workshop is designed for students planning to transfer to four-year colleges and universities. Learn the necessary steps to prepare for a smooth and successful transfer, including transferability of classes and the admissions process. (Kathy Jones is an Academic Advisor at the KCC Academic Advising Office).

ACADEMIC SUCCESS GUIDE
Presenter: Cindy Lingbeek  10/1/14  12:00-1:00  Location: Spring Lake Room
The Academic Success Guide (ASG) can be used to assist you with goal setting, organization, and time management.

Several students who have used the ASG have experienced an improvement in their overall GPA in just one semester! Attend this workshop and learn how the ASG can help you. (Cindy Lingbeek is the Tutoring Coordinator at KCC).

**RESUME WRITING AND JOB INTERVIEWING**
**Presenters**: Patrick Casey & Chuck Newman  
**Date**: 10/6/14 2:00-3:00  
**Location**: O 08

Learn to apply resume writing techniques to effectively communicate your strengths and experience. Plus, learn the strategies and gain inside information on how interviews are conducted, how to approach the interview, and respond to various interview questions effectively and professionally. (The presenters are from the KCC Career & Employment Services Office).

**EMERGING TECHNOLOGY FOR JOB SEARCH**
**Presenters**: Patrick Casey & Chuck Newman  
**Date**: 10/20/14 11:00-12:00  
**Location**: O 01

Learn emerging techniques to network with employers, develop a strategic resume, utilize new technology, and learn best practices. Emerging technology includes LinkedIn, and VisualCV. (The presenters are from KCC’s Career & Employment Services Office)

**CREATING PRESENTATIONS USING POWERPOINT**
**Presenter**: Tammy Douglas  
**Date**: 11/10/14 2:00-3:00  
**Location**: O 09

Do you need help creating a presentation using PowerPoint? Learn PowerPoint basics, presentation techniques, and more. (Tammy Douglas is the Director of KCC’s Learning Technologies Department).