

Researching the job market spelled out in workshops

By GLORIA SLIMAK

People often read about unemployment in the newspaper and assume there are no jobs available.

There are jobs, but people need to learn how to research the job market. Judy Hoppin, counselor and trainer at the Continuum Center, Oakland University.

Even during inflation there are jobs in sales and advertising, for example. Products still have to be sold and advertising actually increases during economic lags, says Mrs. Hoppin.

So the counselor has developed two Saturday all-day workshops as a "way of giving tools, ideas and information to make the process (of finding a job) easier."

"How to Look: Job Hunting Skills" will be held May 3. "In Control: Assertive Interviewing" is scheduled for May 10. Both will be in the Holiday Inn, 16555 Telegraph, Southfield.

Through guest speakers and individual worksheets, the "How to Look: Job Hunting Skills" workshop will help participants find answers to "What do you want?" and then "How do you go and find it?" said Mrs. Hoppin.

3 information sessions scheduled by the center

Farmington Community Center, 24705 Farmington Road, is co-sponsoring three community-service programs during the month of May. One concerns safety and preparedness during a tornado, one is a spring vegetable workshop and the other a small business tax workshop.

All are given without charge, but in each case the center requests registration.

"Skywarn" will begin at 7:30 p.m. Tuesday, May 6. In the one-hour gathering, Lt. Michael Cohen, from Southfield Civil Defense, will show a film, distribute descriptive literature and lead a discussion.

He will alert his audience to what to look for, how to identify, and how best to protect yourself, your family and your home in the event of a potentially-destructive tornado.

Lt. Cohen is a civil defense training officer, certified by the National Weather Service. He is one of only a few highly-trained instructors lecturing on tornado safety in the state.

Participants at the May 6 program will become part of the Oakland County Spotter Network, affiliated with the National Weather Service. They will receive an official identification card and spotter number, issued by the county.

Participants must register for this program by calling the center, 477-8404.

THE SPRING Garden Workshop is planned for 7:30 p.m. Thursday, May

She believes many people seek jobs before they even know what it is they value or enjoy in a job situation. And so they find themselves in a new job, but unhappy and free restless again.

FOR EXAMPLE, a person who enjoys the cut-of-doors and working with people may find it very difficult cooped up in a tiny, windowless office computing on paper all day.

It comes down to "knowing yourself," said Mrs. Hoppin.

Once a person knows what he values and what he absolutely needs in a job to be reasonably content, he must learn how he can apply the skills he already has to other jobs or careers.

Beyond clarifying of job values is learning to develop an information network, explained Mrs. Hoppin. This means getting acquainted with the library and its many resources — books, pamphlets, job description and job market references.

Other people are also valuable resources, either directly or indirectly by referring someone who knows of a job contact.

"Most jobs are found through word-of-mouth," contends Mrs. Hoppin, who

herself found employment this way.

A job search is not complete without setting goals — both short-term (tomorrow, next week, next month) and long-term (five years from now). Then job hunters must identify what is keeping them from their goals.

"People's own fear for misconceptions can often be barriers to reaching their goal."

IN ADDITION to the self-exploration exercises, the first workshop will also focus on how to use an employment agency and write resumes.

The second workshop "In Control: Assertive Interviewing" will center on

how to prepare for a job interview, with demonstrations of effective interviewing techniques by a panel of professional interviewers.

Participants will have the chance to practice interviewing each other and receive feedback in small groups. If a person practices questions that may be especially difficult for him, it often helps avoid panic in the real interview later, explained Mrs. Hoppin.

Having made a career change herself a few years ago, she believes people often look for an "external push" — perhaps a job lay off or widowhood — to get them started toward a career or job change.

But these workshops help participants "learn to create their own inside push," said the Birmingham resident, who has a master's degree in guidance and counseling from Oakland University.

SHE BELIEVES day workshops are ideal for people "who don't need or have the time to take six week classes." They are also more economical than individual job counseling sessions or weekly classes.

Even people who do not foresee a job change in the immediate future will likely be faced with a major career de-

cision at some point, she said.

What participants learn at the workshop "is a long-term deal — you come to learn a process. If you decide that now is not the time, you can still apply the process later. You still have the tools and knowledge," she added.

And as Mrs. Hoppin tells her clients, although fall is the time most people think about job changes, "now is the time. People who start now have a competitive edge."

The fee for one Saturday workshop is \$25. A reduced price of \$20 per session is given if both workshops are attended. For further information call the Continuum Center at 377-3033.

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