

R U **Linked in** yet?



New course with Eric Rowles,
Leading to Change!

You'll want to be!

In this hands-on training, participants will learn not only the basics about the social networking site LINKEDIN, but also the powerful ways that it can be used for resume posting, career sharing, recruitment, job searches, and professional marketing and promotion. Fast paced, and very NON-TECHNICAL - this workshop is for all levels of expertise - from the first time LINKEDIN user to the savvy expert looking for new ideas.

Included in this 1/2 day training will be:

- Getting started on LinkedIn
- Building Your Professional Network
- Promotions and Letters of Endorsement
- Recruiting & Marketing Your Organization
- Plus more tips and tricks for the casual and professional user!



July 13, 2011
Raleigh, NC—WD Training Center

9:00 am—12:00 pm OR 1:00 pm—4:00 pm

Course fee: \$40

NC WORKFORCE
DEVELOPMENT

Training
Center

Register online at www.ncwia.com

Contact us!

919-329-5588

wdtc@nccommerce.com

Equal Opportunity
Employer / Program

Auxiliary aids and services available upon request to individuals with disabilities.

Online Registration Instructions

First time users

1. Go to www.ncwia.com.
2. Click on **Training Center**.
3. Click on **Log In**.
4. Click on **Create a log in ID**
5. Complete your profile.
6. Click **Submit New Registration Request**.
7. You will receive an email confirmation with your username and password.
8. Once you receive that, return to www.ncwia.com.
9. Click on **Training Center**.
10. Click on **Log In**.
11. Enter your username and password and click **login**.
12. Click on **Register for Another Course**.
13. Find the course you want.
14. Click **Enroll**.
15. Click **Submit** at the bottom.
16. You will receive an email confirmation of your enrollment.

Returning users

1. Go to www.ncwia.com.
2. Click on **Training Center**.
3. Click on **Log In**.
4. Enter your username and password and click **login**.
5. Click on **Register for Another Course**.
6. Find the course you want.
7. Click **Enroll**.
8. Click **Submit** at the bottom.
9. You will receive an email confirmation of your enrollment

2011 Registration Policies

Registration is available online at www.ncwia.com. For assistance contact the Training Center.

Registrations are due no later than 2 weeks before each workshop or session unless otherwise noted in the training announcement. Written confirmation of registration with site specifics including driving directions will be provided to each registrant via email one week prior to the session.

Payment: Registration may be secured by check or money order made payable to the **NC Department of Commerce / Workforce Development**. When you register online you reserve your seat; however, **payment must be received prior to the date of the training**.

Statement of Commitment: *All persons who register for sessions imply agreement with this statement:* I will make all necessary plans to attend the workshop for which I am registered. I will plan to arrive on time and stay through the end of the session. I understand that I must be present for the entire session to receive my certificate of completion. If an emergency arises (illness or unavoidable circumstance) I will call the Training Center at **919-329-5588** as soon as possible to cancel. If I fail to cancel, payment will not be refunded.

Cancellation and Substitutions: We reserve the right to cancel or postpone training based on insufficient registrations, inclement weather, or other unforeseen emergencies. In such cases, registration fees will be refunded or may be applied to another acceptable workshop. Please allow 6 weeks for refunds to be processed. **Registrants who do not attend the session and fail to cancel within 48 hours of the session will be expected to pay the full registration fee.** Individuals who wish to cancel their registration for training must do so in writing via email or fax. **Substitution of a registrant merely requires written notification to the Training Center by email or fax, along with online registration of the substitute.**

Accessibility: In an effort to make training as accessible as possible to the statewide workforce development community, training is customarily offered on a regional basis throughout the state. To facilitate commuting, each session is scheduled from 9:00 a.m. to 4:00 p.m. each day, with check-in at 8:30 a.m. on the first morning — *unless otherwise specified in the announcement*. Coffee will be available at registration when possible.

Lodging: A list of area hotels is included on our registration website. *We do not recommend any hotel nor guarantee any hotel rate*, but suggest that you request the state rate and be prepared to present a government ID or a pay stub when making your arrangements.

Reasonable Accommodation of Special Needs: Every effort will be made to accommodate reasonable requests for *special learning or dietary needs*; however *we cannot guarantee provision for special needs unless notified more than 2 weeks in advance*. **Please alert us to your special needs requests via email when you register.**

Visit our website: www.ncwdtc.com

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