

Making Good Happen



JOB READINESS PROGRAM

The Job Readiness Program prepares community job seekers for the workplace. To earn a certificate of completion, job seekers must attend five workshops and meet with a Career Advisor four times over two weeks. Upon completion, participants will be able to demonstrate their commitment to possess the following soft skills: Reliability, Commitment and Initiative.

CAREER SERVICES

Job seekers can meet virtually or in person, one-on-one, in English or Spanish, with a Career Advisor. The initial appointment is used to conduct a career assessment. The follow up appointment will be used to help the job seeker navigate the many aspects of the job search process. Our Career Advisors will walk the job seeker through all of the steps needed to get the desired job or career.

- Assess the job seekers career plan
- Assist with the job search
- Help build a résumé or complete a job application
- Practice interviewing
- Provide support through the job search process

FREE WORKSHOPS



ACE THE INTERVIEW

Prepare for any hiring event through mock interviews and tips on how to dress for an online or in person interview. Attend a hiring event or interview ready to succeed.

- Prepare for an online or in person interview
- Find out about your potential employer, who are you meeting, what products or services do they sell, and where are they located?
- Prepare answers to possible interview questions
- Demonstrate professionalism before and after the interview



WORKPLACE COMMUNICATION

Learn how to communicate effectively in every situation. Make sure you are delivering the correct information the right way. Develop an effective and collaborative communication style.

- Participate effectively in a conversation
- Understand the importance of non-verbal communication
- Learn how to avoid miscommunication



ONLINE JOB APPLICATION

Complete an online job application like a pro. Put your best foot forward by using the job application to introduce yourself as a professional.

- Prepare to complete a job application
- Find job applications
- How to complete a job application
- How to apply through recruiting websites
- Take the next step after your application is submitted



RÉSUMÉ WORKSHOP

Whether you have a résumé that needs to be updated or you have to build one from scratch, this workshop will help you get the job done.

- Why résumés are important
- Learn different résumé formats
- Determine key points to include in a résumé



CONFLICT RESOLUTION

Meet your goals and other's goals with ease. Learn about your conflict style and use tools to resolve conflict with others easily. Approach conflict with a win-win mentality.

- Understand the definition of conflict
- Learn about your conflict style
- Use tools to manage conflict successfully