

Work Readiness Workshops September 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Classes are 8:30-11 AM or 1-3 PM unless noted	Facing Change/Crisis Mgmt.	Am I Better Off Working? am. & pm.	Interviewing Skills (all day) Starts at 8:30 am	Post-Interview Debrief and	Trainer's Office Hours 9-10:00	1
2 (New Resume is for people with no resume yet.)	3 Holiday	4 8:30-Resume Update-Must have a resume 1:00-New Resume	5 Interviewing Skills (all day) Starts at 8:30 am	6 Job Keeping Skills am & pm 1:00 Basic Computer	7 Job Search/ Application am. & pm.	8
9	10 Facing Change/Crisis Mgmt. am. & pm.	11 Am I Better Off Working? am. & pm.	12 Interviewing Skills (all day) Starts at 8:30 am	13 Post-Interview Debrief 1:00-2:00 Beyond Your Background	14 Trainer's Office Hours 9-10:00	15
16	17 No Classes	18 8:30-Resume Update-Must have a resume 1:00-New Resume	19 Interviewing Skills (all day) Starts at 8:30 am	20 Job Keeping Skills am & pm 1:00 Basic Computer	21 Job Search/ Application am. & pm.	22
23	24 Facing Change/Crisis Mgmt. am. & pm.	25 Am I Better Off Working? am. & pm.	26 Interviewing Skills (all day) Starts at 8:30 am	27 Post-Interview Debrief 1:00-2:00 Beyond Your Background	28 Trainer's Office Hours 9-10:00 am	29



Work Supports
Workshops
Work Readiness Workshop Descriptions

Work Readiness Workshops

The series of six mandatory workshops last for 2 ½ hours and the same workshop is offered twice a day to accommodate the client's other work activities: 8:30 to 11:00 and again at 1:00 to 3:30. An exception is the Interviewing workshop, which is an all-day workshop. The workshops will be facilitated in the DWP Training Room which is in the lower level south side of Century Plaza.

Job Readiness Courses: (Please see monthly workshop schedules for dates and times)

- Facing Change (Dataflex Code B2)
 - Strategies to move out of the cycle of overwhelming change to stability
 - Who Moved My Cheese video and 3-5 year goal planning.
 - Strategies to achieve financial stability to meet these goals.
 - Ways to increase income through better wages, creating career ladders, and finding higher wage employers, using the Internet and handouts.
 - Identifying personal strengths and barriers to facing change; group discussion.
 - Identify available community and county resources to meet immediate participant needs. Using the internet, resource packets, and networking.
 - Trainer Materials: Four Cornerstones to Financial Literacy, Who Moved my Cheese, The Very Quick Job Search by Michael Farr.
 - Am I Better off Working? (Dataflex Code 49)
 - Money Management, and strategies to move to financial stability.
 - Improving credit scores, creating savings, reducing debt, building assets and avoiding scams.
 - Trainer reference materials: Money Management and Four Cornerstones to Financial Literacy.
- Job Search/Application**
- Job Search (Dataflex Code 48)
 - Job Search Techniques. Most/ least effective combinations of job search methods.
 - How to select the right job/career. Vocational testing, MN Careers, Onet,

MMN Workforce tools:

- o How to do a Very Quick Job Search. Find the hidden job market and unadvertised openings.
- o Cold Calling. Mock cold calls with a 70% interview setting success rate.
- o Applications. How to complete on-line and paper applications.
- o Internet Job Search. Various ways to job search online.

- **Resume** (Dataflex Code 64 for New Resumes, Code 19 for Resume Update.)

- o What is an effective resume?
- o Job search with a resume. Includes emailing cover letter and resume.
- o Create a WinWay resume on disk. Each Participant will receive an edited final resume and cover letter on disk several days later.

- **Interviewing Skills** (Dataflex Code 14)

- o How to answer interview questions. Interview script
- o Types of interviews and process.
- o Dress for the job.
- o Internet company research. Online search
- o Close the Interview.
- o Mock interviews. Interactive mock interviews and discussion

Job Retention Skills

- **Job Keeping Skills** (Dataflex Code 73)

- o Identifying reasons to keep a job. Group discussion
- o Overcoming barriers to keeping a job, and how to regain control.
- o Group problem solving.
- o Managing the new job (Saboteurs).

- **Post Interview and De-Briefing** (Dataflex Code 71)

- o GRADUATION

Optional:

Basic Computer Skills: An introductory computer course.

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