





8-DAY Career Development ADVANCED WORK READINESS TRAINING SCHEDULE

Class 1	Class 2	Class 3
<p>WELCOME AND INTRODUCTION: Getting to know each other.</p> <p>WHO DO YOU WANT TO BE? Identify your career path by researching labor market information, job postings, trainings, etc. What does it take to get there?</p> <p>CAREER DEVELOPMENT PLAN: Where would you like to be in the next 1-5 years? What are your short term and long term goals?</p> <p>HOMEWORK: Work on your CD Plan</p> 	<p>MANAGING FINANCES INTELLIGENTLY: Managing your finances may determine how far you'll go in your career. Learn more about budgeting and creating savings.</p> <p>CREDIT IN AMERICA: Learn all you need to know about establishing and maintaining good credit!</p> <p>WHAT WOULD YOUR BUDGET LOOK LIKE IF??? Plan for your future and set financial goals. How will your budget look if you begin a training program? Start university? Get a new job?</p> 	<p>IDENTIFYING YOUR JOB SPECIFIC SKILLS: How do you start thinking of yourself as a qualified candidate??</p> <p>READING A JOB DESCRIPTION: Learn how to tailor your resume for the job and read between the lines.</p> <p>PROFESSIONAL RESUME: Learn what employers look for in a resume, what type of resume to use, and work on building your resume.</p> <p>HOMEWORK: Finish your resume.</p> 

Class 4	Class 5	Class 6
<p>PRE-EMPLOYMENT PERSONALITY TEST: What does it mean when they ask you "Do you like to be alone?"</p> <p>DEAR SIR OR MADAM: COVER LETTERS, THANK YOU LETTERS AND REFERENCES: If you make mistakes on your documentation, the employer will assume that you'll also make mistakes on the job.</p> <p>HOMEWORK: Finish your cover letter, thank you letter, and references.</p> 	<p>INTERVIEW 101: Learn about the top interview questions and how to prepare.</p> <p>WHAT DO YOU KNOW ABOUT OUR COMPANY? How to utilize your internet research on a business' core values in the interview.</p> <p>INTERVIEW PRACTICE: Participants will practice answers to interview questions in a group setting.</p> <p>HOMEWORK: Practice answers to interview questions.</p> 	<p>INTERVIEW PRACTICE: Participants will practice answers to interview questions in a group setting and work on Final Resume, Application, Cover Letter, Thank You Letter and References.</p> <p>NETWORKING AND THE ELEVATOR SPEECH: Learn how to network and market yourself by constructing a verbal sandwich that highlights your skills and accomplishments.</p> <p>UTILIZING ONLINE RESOURCES: Learn about how to use social media to market yourself and connect with employers.</p> 

Class 7	Class 8
<p>CUSTOMER SERVICE TRAINING: Understand how to leverage your customer service skills and experience at a professional level. Participants will learn the three major components to customer service and how to communicate effectively with customers here in the US.</p> <p>Remember: Even if you're not in "customer service" job!!!</p> 	<p>MOCK INTERVIEW: Participants will dress in professional interview clothes and receive feedback on interview performance from various professionals.</p> <p>TURN IN: Final Application, Resume, Cover Letter, Thank You Letter and References Worksheets</p> <p>GRADUATION: Network with guest attendants and enjoy some refreshments!</p> 