



— JANUARY 2016 Workshop Calendar

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Monday	Tuesday	Wednesday	Thursday	Friday
<p>NOTE: Workshops that are listed in the calendar with *** are conducted off-site and not at IowaWORKS</p>	<p>NOTE: Contact IowaWORKS to register for a workshop. Call 319-365-9474 Ext. 31188</p>	<p>REFER TO PAGE 2/BACK OF THIS DOCUMENT FOR A DESCRIPTION OF THE WORKSHOPS.</p>		<p>HOLIDAY Office Is Closed</p>
<p>4</p> <p>(9-12p): Keyboarding (11-4p): HISED Test Preparation (1-4p): Working It Out (Mon-Fri) 5 Day Series</p>	<p>5</p> <p>(9-12p): MS Word & PC Basics (9-12p): RES: 6-Step Overview (9:30-11:30a): HISED Orientation (11-4p): HISED Test Preparation (12:15-4p): NCRC Testing</p>	<p>6</p> <p>(9-12p): MS Word Basics 2 (12:15-4p): NCRC Testing (1-3p): Information Session</p>	<p>7</p> <p>(9-12p): Internet & Email Basics (11-4p): HISED Test Preparation</p>	<p>8</p> <p>(9-12p): MS Excel Basics</p>
<p>11</p> <p>(9-12p): Focus Careers (11-4p): HISED Test Preparation (12:15-4p): NCRC Testing (1-4p): Step 1: Positive Attitude</p>	<p>12</p> <p>(9-12p): Step 2: Career Plan (9-12p): RES: 6-Step Overview (9:30-11:30a): HISED Orientation (11-4p): HISED Test Preparation (12:15-4p): NCRC Testing (1-4p): Budgeting (1-3p): Iowa Apprenticeship Grant Information Session</p>	<p>13</p> <p>(9-12p): Step 3: LMI Info (1-3p): Career Ready 101</p>	<p>14</p> <p>(9-12p): Step 4: Resumes (11-4p): HISED Test Preparation (1-4p): Resume Critique/Lab</p>	<p>15</p> <p>(9-12p): Step 5 & 6: Networking & Interviewing (9-11a): Information Session (12:30-4:30p): NCRC Testing</p>
<p>18</p> <p>HOLIDAY Office Is Closed</p>	<p>19</p> <p>(9-12p): MS Word & PC Basics (9-12p): RES: 6-Step Overview (9:30-11:30a): HISED Orientation (11-4p): HISED Test Preparation (12:15-4p): NCRC Testing (1-4p): Working It Out (Tue-Fri)</p>	<p>20</p> <p>(9-12p): MS Word Basics 2 (12:15-4p): NCRC Testing</p>	<p>21</p> <p>(9-12p): Internet & Email Basics (11-4p): HISED Test Preparation</p>	<p>22</p> <p>(9-12p): MS Excel Basics (9-11a): Information Session</p>
<p>25</p> <p>(9-12p): Focus Careers (11-4p): HISED Test Preparation (12:15-4p): NCRC Testing (1-4p): Step 1: Positive Attitude</p>	<p>26</p> <p>(9-12p): Step 2: Career Plan (9-12p): RES: 6-Step Overview (9:30-11:30a): HISED Orientation (11-4p): HISED Test Preparation (12:15-4p): NCRC Testing (1-4p): Budgeting (1-3p): Iowa Apprenticeship Grant Information Session</p>	<p>27</p> <p>(9-12p): Step 3: LMI Info (12:15-4p): NCRC Testing (1-3p): Career Ready 101</p>	<p>28</p> <p>(9-12p): Step 4: Resumes (11-4p): HISED Test Preparation (1-4p): Resume Critique/Lab</p>	<p>29</p> <p>(9-12p): Step 5 & 6: Networking & Interviewing (12:30-4:30p): NCRC Testing</p>

Computer Training (Can be taken as a series or as individual classes)

KEYBOARDING—Learn the basics of touch typing and computer keyboard layout. Learn resources to increase speed.

WORD & COMPUTER BASICS—Learn the fundamentals of word processing using MS Word 2007, basic file browsing and management. Learn to create, save, edit and print documents.

WORD 2—Step 2 in Word Basics. Learn more about editing documents and short cuts to save you time.

USING THE INTERNET AND EMAIL CONCEPTS—Learn to navigate with the address bar, hyperlinks and the back/forward buttons. Review the basics of searching for jobs online and how to upload a resume to a website.

Complete basic email tasks such as sending & receiving emails, replying to emails, opening attachments and attaching files to outgoing email messages.

INTRODUCTION TO EXCEL—Learn the fundamentals of working with an electronic spreadsheet using Excel 2007. Enter and edit data, construct simple formulas and depict data using column and pie charts. Basic computer experience is recommended.

Career Transition & Job Searching Workshops and Resources

How to Get a Job in a Tough Economy: The 6 Steps to a Successful Career Transition

There are always job vacancies out there that are unfilled. You just need to learn how to use effective job search strategies to land the job opportunity. The following 6 Step are recommended as a series or you may take them individually.

STEP 1—Maintaining a Positive Attitude During a Job Change or Career Transition – Implement strategies to maintain a positive perspective while managing dramatic changes, including the loss of a job. Managing your reactions to job loss, job change, or career transition. Professional identity: Stress at home, family and financial.

STEP 2—Designing your Future: Developing an Effective Career Transition Plan – Identify your “ideal preferences” and create a short and long-term plan to direct your job search or career transition.

STEP 3—What’s Hot? The Latest Research on Nation, Regional and Local Employment Trends – Find job and career opportunities in high demand and emerging industries and occupations. In addition you will use the I Have a Plan Iowa website you will complete a self-assessment to explore career path options which may be a best fit for you.

STEP 4—Creating a Great Resume to Get the Job You Want – Ensure that your resume gets noticed by employers. Learn how to focus on strengths and accomplishments as well as which type of resume format will work best for you.

STEPS 5/6—The Top 5 Most Effective Job Search Strategies, including networking, and Interviewing & Negotiating Tips to Land the Job – Practice using the strategies that are most effective at locating job opportunities and then learn how to effectively present yourself and your accomplishments so you are the one selected.

RESUME CRITIQUE/LAB—This workshop is held in a computer lab to provide you with instructor-led resume work time. You will be able to work through your resume, with guidance, and leave with a much stronger product to help you land that interview.

Budgeting/Working It Out/RES/Career Ready 101/Focus Careers

BUDGETING—Introduces attendees to the concepts of financial health including income vs. expenses, budgeting, utility assistance & strategy. The course will also cover wages, taxes, credit & bankruptcy. Session II covers free annual credit reports, the real wage calculator, Iowa Courts online, Do Not Call registries and HAWK-I Insurance.

WORKING IT OUT—Learning to successfully and logically solve problems in the workplace. **NOTE—This is a 5-day series.**

RES 6-STEP—Re-Employment Services orientation (Six Steps Overview)

CAREER READY 101—Practice testing for the National Career Readiness Certification test (NCRC)

FOCUS CAREERS—Create a user profile in www.iowajobs.org. Learn how to use the resume builder and job bank.

Workforce Training and Skill Upgrades (All programs below are free to members of the IowaWORKS center.)

OSHA 10-HOUR—This is a 2-day course that covers general industry safety and health principles, OSHA policies and procedures, and general Industry standards. Emphasis is placed on the most hazardous areas using OSHA standards as a guide. *****This workshop is held off-site and NOT at IowaWORKS.**

FORKLIFT CERTIFICATION—This is a 1-day hands-on training/certification and tests in various types of lifts, power lifts, lift-truck operations and inspection of lift trucks. Participants receive certification meeting OSHA requirements upon successful completion. Participants must be 18 years old to take this course. *****This workshop is held off-site and NOT at IowaWORKS.**

INFORMATION SESSION—These are orientations and overviews of Training Assistance Programs to go back to school or get additional training via the WIOA Adult/Dislocated Worker program, GAP Tuition Assistance, KPACE, E&T, Iowa Apprenticeship Grants for OJT & Apprenticeships.

NATIONAL CAREER READINESS CERTIFICATION (NCRC) —Prove you have the skills for the job by obtaining an NCRC credential. You may earn a bronze, silver, gold or platinum level certificate to showcase your skills in applied mathematics, reading for information, and locating information. More than 300 local employers require or recommend this certificate. Get yours today!

HISED TEST PREPARATION—In need of your High School Equivalency Diploma (HSED) (formerly known as GED). Want to increase your career opportunities or start college? We can help here at IowaWORKS. Receive assistance from a high school instructor to get ready for the exam.

ESL CLASS—In need of additional practice with English as a Second Language skills? The ESL Class can help you to receive assistance with the goal of improving your ESL skills.

PREPARE TO CARE: INTRO TO DIRECT CARE: 6 HOUR CORE: Introduction to Direct Care. This workshop is the first CORE class of the "Prepare to Care: Iowa's Direct Care and Support Curriculum" program. This workshop will provide the basic foundational knowledge and introduction to Direct Care.