

Workshops

The following FREE workshops are offered on an on-going basis:

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

Step 1: Maintain a Positive Attitude: Methods on how to positively handle the unique set of stressors brought about by a job loss or career transition.

Step 2: Develop a Career Plan: Designing your future; developing an effective plan to increase chances for job search success.

Step 3: Research Industry Trends: What's hot in this area for careers? The latest research on national, state and local employment trends.

Step 4: Create a Great Resume: Learn techniques to create a great resume to get the interview for the job you want. Learn to sell yourself on paper. *Bring your current resume with you to this workshop.*

Step 5: Conduct Job Search: The top 5 most effective job search strategies. Market your uniqueness.

Step 6: Interview and Negotiate: Interviewing and Negotiating Tips to Land the job. How to make your job interview memorable.

Microsoft Office

The Microsoft Office workshop utilizes an online class that will teach them the fundamentals of using the Microsoft Office Suite of Word, Excel, Access, and PowerPoint in versions 2007 or 2010.

Keyboarding

This workshop offers typing tutoring and provides the user practice in typing. Users will complete lessons to help improve their speed and accuracy. Users will learn proper home-row placement.

Basic Computer

Provides information on computer components. Users will gain information on using a mouse, opening and closing programs, navigating the internet, and setting up an email.

RES Orientation

Introduction to the Six Steps for a Successful Career Transition Classes. In this program you will learn about the resources and services available to job seekers including O*NET Assessment, Job Searching, Resumes, Cover Letters, and Interviewing.

Elephant in the Living Room

Helps ex-offenders deal with the tough questions regarding their past. Addresses making the right first impression, verbal and non-verbal communication, and what the best method is to answering questions about their criminal history.

Career Edge

An online program geared towards preparing for job searches and interviewing. Provides an interactive discussion on attitude, effective communication, networking, job search strategies, cover letters, applications, preparing for an interview, and answering difficult questions.

Give 'Em the Pickle

This class focuses on customer service. You will learn the 4 key rules to ensuring you give proper customer service. Find out what is your pickle and how you can utilize it today.

Social Media

Learning the benefits and pitfalls of using social media in a business aspect and a personal aspect. Social Media sites include Facebook, Linked In, and Twitter.

Employer Panel

In this class we will provide employers throughout our region to come in and answer any questions job seekers may have regarding hiring processes.

Understanding Your Credit Report

In this class you will understand how credit reporting works between agencies. Participants will learn how to repair a poor credit rating.

Managing your Money

Learn how much money you will need to earn to sustain your current cost of living. Prepare a monthly budget with all of your current and planned expenditures.

Workin' it Out

This is a 10 lesson class. It provides the user knowledge on handling conflict in the workplace and how to work effectively with people.

A Game

The A Game provides information on improving their soft skills for employment. Topics include Appearance, Accountability, Attendance, Ambition, Attitude, Ambition, Acceptance, and Appreciation.

Career Ready 101

Keytrain prepares users to take the National Career Readiness Certificate testing. Provides lessons and practice tests for Applied Math, Reading for Info, and Locating Information. Will help you achieve the best score possible on the NCRC.

Colors

What color are you? This brief class will assist you in determining what color you are and help you to understand how to interact with other personality colors. This class will benefit you in all aspects of your life and in dealing with people.

Networking

Workshop to help members discover alternative ways to finding employment; using contacts with friends, family and former co-workers. Instruct members how to place these phone calls to possible network contacts including cold calling companies with a referral.

National Career Readiness Certificate (NCRC)

This certificate is the "work-related skills credential, providing objective documentation of the employees' skills that can be accepted nationwide." Includes three WorkKeys assessments including Applied Mathematics, Reading for Information, and Locating Information. The certificate is awarded at four levels (Bronze, Silver, Gold, and Platinum) based on an individual's scores on each assessment.

Online Job Applications

More employers are using applications online to fill their positions. This class will guide you through filling out online applications thoroughly. Learn the best ways to complete online job applications to increase your success in landing the job!

Focus Career

Compiling of a resume using IowaJobs.org resume building software. It will help you develop your job descriptions and assist you in articulating your transitional skills.

Citizenship

This class will prepare students for taking their citizenship test in order to obtain their US Citizenship.

LEAN Training

Lean Six Sigma is a managerial concept combining lean manufacturing/lean enterprise and Six Sigma that results in the elimination of the eight kinds of waste: defects, overproduction, waiting, non-utilized talent, transportation, inventory, motion, extra-processing (abbreviated as "DOWNTIME").

Workplace English

Students taking this class can expect to learn Basic English to improve their workplace communication skills. Students will practice essential speaking and listening skills. Individuals will gain an understanding of cultural norms in the workplace. Topics will include commands, safety instructions, customer service, and basic conversational skills.

Cargill Applications

This workshop will guide you step by step through completing the Cargill Meat Solutions Application to ensure it is completed accurately.

Diffusing Negative Attitudes

This seminar identifies six types of negative attitudes, different strategies to diffuse each one when working with and serving others, as well as how to overcome these negative attitudes in yourself.

Recalculating

We've all experienced that moment when, traveling our journey of life, the road takes a sudden, unexpected turn, and our life's GPS announces, "Recalculating!" For most of us, these sharp turns are laden with a certain discomfort or even dread of what might lie ahead. This fun, upbeat, and interactive session is chock-full of practical, take-home strategies, based on current research into how to face times of uncertainty with strength, wisdom and creativity. The next time your life's GPS announces, "Recalculating!" you'll be looking forward to the opportunity, not anticipating the worst.

Parenting Classes

Parenting workshops are available utilizing hands on methods for interacting with children. Topics include: Child Safety, Discipline, Nutrition, and Relationships.

7 Habits of Highly Effective Teens

An entertaining and exciting step by step guide to help teens improve self-image, build friendships, and resist peer pressure. Provides teens with clever ideas, great quotes, and incredible stories about real teens from all over the world.

New Beginnings

This program is designed for the offender population. It focuses on four modules: Motivation, Values and Beliefs, Critical Thinking, and Responding with Empathy. This class is by referral only.
