

# Free Work Readiness Workshops

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If you're interested in a federal job, please note that several of our staff are certified as **Federal Job Search Trainers & Federal Career Coaches**. Give us a call to schedule an appointment.

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## Maximize Your Potential

- **Maintain a Positive Attitude:** Methods on how to positively handle the unique set of stressors brought about by a job loss or career transition.
- **Industry Trends:** What's hot in your community for careers? The latest research on national, state, and local employment trends. Create a profile and explore multiple online resources.
- **Develop Your Future:** Develop an effective plan to increase chances for job search success. Explore your unique sets of interests and skills.
- **Create a Great Resume:** Learn techniques to create a great resume to get the interview! Learn to sell yourself on paper. Cover letters and reference lists are also discussed.
- **Job Search & Job Applications:** Learn best practices for searching for jobs, the application process and attending Career Fairs.
- **Interview and Negotiate:** Interviewing and negotiating tips to land the job.

**\*Certificate awarded upon completion of program.**

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## Essential Tools for Job Seekers

Introduction to the Maximize Your Potential Workshop Series. Learn about the resources and services available to job seekers including O\*NET assessment, job searching, resumes, cover letters, and interviewing.

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## Family Investment Agreement (FIA) Orientation

In this orientation session you will learn about the resources and services available to you through the Family Investment Program (FIP) and your responsibilities as participants in the PROMISE JOBS (Promoting Independence and Self-Sufficiency through Employment Job Opportunities and Basic Skills) program.

**\*Must register prior to attending.**

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## On-Site Hiring Events

Do you miss meeting potential employers face to face? If so, then join us for one of our On-Site Hiring Events and talk with employers in person. Follow us on Facebook for more details.



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## Digital Footprints (Social Media)

How can you use social media to help you find a job? Is anything you're currently doing actually hurting your odds of success? Discuss the Top 10 tips and tricks for using social media tools like Facebook, Twitter, and LinkedIn in your job search.

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## Resume Lab

Not sure how to describe your previous jobs? Confused about how to sell your transferrable skills? Tired of sifting through countless templates and sites that offer the "best" advice? We will help you create a resume that catches attention and increases your chances for success.

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## Registered Apprenticeship

Are you interested in earning while you learn? Are you looking to gain a nationally recognized credential? If so, this workshop will cover Registered Apprenticeships and guide you onto your next step.

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## Money Management

Concerned about your financial future? Prepare a realistic monthly budget, discuss plans to pay down debt, check your credit score, and use coupons to save big!

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## Workin' it Out (Conflict Resolution)

How do you handle conflict and confrontation? This class provides the user knowledge on handling conflict in the workplace and how to work effectively with different types of people.

**\*Certificate awarded upon completion.**

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## Bring Your A-Game to Work (Work Ethic)

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

**\*Certificate awarded upon completion.**

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## True Colors (Personalities)

What's the "color" of your personality? This brief class will assist you in determining what color you are and help you to understand how to interact with other personality colors in both your professional and personal lives.

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## National Career Readiness Certificate (NCRC)

This certificate is a portable, nationally recognized credential that serves as proof of your workplace skills. Includes three assessments centered on Applied Mathematics, Graphic Literacy, and Workplace Documents. Awarded at four levels (Bronze, Silver, Gold, and Platinum), based on an individual's scores on each assessment.

**\*Must register prior to attending.**

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## Iowa**WORKS** Monthly Career Fair

**\*\*Held at various locations throughout the Des Moines Metro\*\***

Come prepared with professional business attire and your resume. If you want to brush up on career fair etiquette, be sure to check out our workshop every other Thursday (Job Search & Job Applications).

Follow us on Facebook for up-to-date information on employers who will be attending.



**IowaWORKS (DesMoines)**

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## Providing Opportunities for Ex-Offenders to Succeed (POETS) – Criminal History

Concerned about your past getting in the way of your future? This class addresses making the right first impression, answering questions about your background, and tax credits/incentives for employers.

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## Group Job Search Club

In this workshop we will review the necessary documentation and requirements in order to meet the guidelines for your PROMISE JOBS job search agreement.

**\*PROMISE JOBS participants only.**