

For more information on these and other workshops, please contact a member of the IowaWORKS staff today!

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. Explore your unique sets of interests and skills.
- Step 3:** Research 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.
- 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. Cover letters and reference lists are also discussed.
- Step 5:** Conduct the 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. How to effectively negotiate for a better salary.

*Certificate in 'soft skills management' awarded upon completion of program.

Applying for Jobs Online

Applying for jobs online can be very confusing and frustrating. Join us for a workshop for the best tips, tricks, and insider information for completing online applications, attaching/downloading/uploading electronic files, and taking online assessment tests.

Reemployment Services (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. (Held at the Wallace Building – 502 E. 9th St)

Family Investment Agreement (FIA) Orientation

In this orientation session you will learn about the resources and services available to you as part of your 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.

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, verbal and non-verbal communication, answering questions about your criminal history, tax credits/incentives for employers, and strategies for how to build your future.

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 to find and keep your dream job.

Career Fair Etiquette

Learn how to stand out from the crowd, creative ideas to help you develop true connections with employers, and how to put together a strategy for attending career fairs effectively and efficiently. They are great opportunities to network, practice interviewing, and maybe even walk away with a job.

*Career fairs sponsored monthly by IWD at various locations (2nd Wednesday of the month)

Money Management

Concerned about your financial future? Prepare a realistic monthly budget with our team, while also discussing plans to pay down debt quickly, check your credit score, and use coupons to save big!

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 in 'conflict resolution' awarded upon completion.

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.

(Specialized edition available for Veterans)

*Certificate in 'work ethic and values' awarded upon completion.

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.

National Career Readiness Certificate (NCRC)

This certificate is a portable, nationally recognized credential that serves as proof of your workplace skills. Many employers across Iowa recommend the certificate to job applicants and use it in the hiring process. Includes three assessments centered on Mathematics, Reading, and Locating Information. Awarded at four levels (Bronze, Silver, Gold, and Platinum), based on an individual's scores on each assessment. What level are you?

*Testing must be scheduled ahead of time and is offered Monday, Tuesday, Thursday & Friday at our center and the 3rd Saturday of the month at the St. Vincent de Paul Society (1426 6th Ave).

HiSET and ESL Registration

IowaWORKS-Central Iowa has partnered with DMACC to offer HiSET (formerly GED) and English as a Second Language (ESL) classes at our center. To take advantage of these courses, participants must attend a registration session ahead of time. During orientation, students receive an overview of the DMACC ESL and HiSET program policies and procedures, and how they may vary from previous programs or others in the community. HiSET students will take a small pre-test in math and reading to assess current academic levels.

Focus Career / Resume Lab

Not sure how to describe your previous jobs? Confused about how to articulate your transitional 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.

(Step 4: Resume Basics workshop recommended beforehand, but not required.)

Job Corps Orientation

Think Job Corps might be a good fit for you? Come learn more about this free education and training program that helps young people learn a career, earn a high school diploma or GED, and find and keep a good job. For eligible young people (ages 16-24) that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life. (Parents welcome)

IWD Career Fair & Networking Event

Employers will be on-site to speak with job seekers 1-on-1 about their companies and available employment opportunities. This is a great chance to not only learn about a company and have an interview, but also to possibly walk away with a job! Held at various locations throughout the Des Moines metro each month.

***Be sure to join for the Career Fair Etiquette class beforehand to make sure you take full advantage of the event!**
