



Free Work Readiness Workshops

IowaWORKS – Central Iowa
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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.

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: Job Search Strategies & Career Fair Etiquette

Step 6: Interview and Negotiate: Interviewing and negotiating tips to land the job.

***Certificate 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. Learn about the resources and services available to job seekers including O*NET assessment, job searching, resumes, cover letters, and interviewing.

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.

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 successfully 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 in your job search.

Vet2Work

This unique opportunity for Veterans to secure employment is held on the 3rd Tuesday of every month. Learn about the company hiring process, current openings, and pay, promotion and benefits. Limited space is available. Please email edgar.ortiz@iwd.iowa.gov and register to reserve your spot. A resume is required for this event so make sure you attend the Resume Lab held every Wednesday from 1-4.

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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!

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.**

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.**

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. 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?

Focus Career / 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.

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

Deaf Job Club

Want to work? Need help finding a job? We can help!

Stop in between 1-4 on Wednesdays and learn about careers, create a resume, and prepare for interviews. American Sign Language (ASL) interpreter present at every Deaf Job Club.

IWD 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.