



# Get Career Ready

A career catalyst program to provide people with the fundamentals for success.

This innovative 40-hour training course provides those looking for work, or to advance their career, with the skills necessary to become successful employees. Students may attend any or all classes, and will receive our Career Readiness Credential upon completion of all 40 hours of training.



## MATH BASICS

Review of addition, subtraction, multiplication, division, decimals, fractions and percentages



## COMPUTER BASICS

Digital literacy instruction to include Microsoft Word, Excel, Outlook and Powerpoint



## CAREER PREPARATION

Assess skills and abilities, create a resume and learn how to dress professionally



## FINANCIAL LITERACY

Educational funding, budget basics, credit reports and loans



## WORK FUNDAMENTALS

Time management, written and verbal communications, customer service, working with a team and conflict resolution



## EMPLOYMENT PLACEMENT

Professional social media profiles, networking and mock interviews

Have questions? Contact Us > [cred@goodwillwa.org](mailto:cred@goodwillwa.org)

## Class Dates

Classes are held monthly - view class times and dates at [www.goodwillwa.org](http://www.goodwillwa.org)

## Sign Up

Classes are free thanks to community support. Please register for any or all classes in the series by emailing [cred@goodwillwa.org](mailto:cred@goodwillwa.org)



*Course Outline for September 2019*

| <b>Monday</b>  | <b>Tuesday</b>  | <b>Wednesday</b>   | <b>Thursday</b>  | <b>Friday</b>   |
|--|---|--|--|---|
| <b>September 2</b><br><br><b>Labor Day Holiday</b><br><b>MWOC Closed</b>   | <b>September 3</b><br><br><b>Introduction to CRED</b><br><b>9:00 AM – 12:00 PM</b><br>team building,<br>attendance, language,<br>job application                                    | <b>September 4</b><br><br><b>CRED Assessments</b><br><b>9:00 AM – 12:00 PM</b><br>CASAS assessment   | <b>September 5</b><br><br><b>MOD 1</b><br><b>Work Habits</b><br><b>9:00 AM – 12:00 PM</b><br>motivation, cooperation,<br>attentiveness, going<br>above/beyond,<br>following directions,<br>communication               | <b>September 6</b><br><br><b>MOD 2</b><br><b>Math Basics*</b><br><b>9:00 AM – 12:00 PM</b><br>fractions, decimals,<br>percentages<br><br><b>*Class not required<br/>                     if student tests out</b>   |
| <b>September 9</b><br><br><b>MOD 3</b><br><b>Computer Basics</b><br><b>9:00 AM – 12:00 PM</b><br>E-mail accounts &<br>messaging,<br>internet navigation,<br>using search engines | <b>September 10</b><br><br><b>MOD 4</b><br><b>Computer Basics</b><br><b>9:00 AM – 12:00 PM</b><br>Creating documents<br>using Word, opening<br>and attaching<br>documents to e-mail | <b>September 11</b><br><br><b>MOD 5</b><br><b>Computer Basics</b><br><b>9:00 AM – 12:00 PM</b><br>Introduction to MS<br>Office Suite<br>Word, Excel, Outlook         | <b>September 12</b><br><br><b>MOD 6</b><br><b>Computer Basics</b><br><b>9:00 AM – 12:00 PM</b><br>Introduction to MS<br>Office Suite<br>Word, Excel, Outlook   | <b>September 13</b><br><br><b>MOD 7</b><br><b>Work Habits</b><br><b>9:00 AM – 12:00 PM</b><br>customer service,<br>body language,<br>managing expectations,<br>dealing with difficult<br>customers, problem<br>solving, anger<br>management, diversity,<br>conflict resolution,<br>constructive criticism |
| <b>September 16</b><br><br><b>MOD 8</b><br><b>Financial Literacy</b><br><b>9:00 AM – 12:00 PM</b><br>budget fundamentals,<br>banking, loans,<br>credit reports, savings          | <b>September 17</b><br><br><b>MOD 9</b><br><b>Employment Search</b><br><b>9:00 AM – 12:00 PM</b><br>SAW, resume formats,<br>60 second commercial,<br>financial aid                  | <b>September 18</b><br><br><b>MOD 10</b><br><b>Employment Search</b><br><b>9:00 AM – 12:00 PM</b><br>grooming, develop<br>resume, key words,<br>social media profile | <b>September 19</b><br><br><b>MOD 11</b><br><b>Employment<br/>                     Placement</b><br><b>9:00 AM – 12:00 PM</b><br>interview preparation,<br>job fairs, hiring events<br>networking, career<br>portfolio | <b>September 20</b>   |
| <b>September 23</b>  | <b>September 24</b>   | <b>September 25</b>  | <b>September 26</b>  | <b>September 27</b>   |
| <b>September 30</b>  | <b>October 1</b>  | <b>October 2</b>   | <b>October 3</b>   | <b>October 4</b>  |