



Get Career Ready

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

This innovative 45-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 45 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

Class Dates

Classes are held bi-monthly - view class times and dates at 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
Walk-ins are welcome!



Course Outline for January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		<p>January 1</p> <p>New Year's Day</p> <p>MWOC Closed</p> <p>No Classes</p>	January 2	January 3
January 6	January 7	January 8	January 9	<p>January 10</p> <p>Introduction to CRED</p> <p>1:00 PM – 4:00 PM</p> <p>team building, attendance, language, job application</p>
<p>January 13</p> <p>CRED Assessments</p> <p>1:00 PM – 4:00 PM</p> <p>CASAS assessment</p>	<p>January 14</p> <p>MOD 1</p> <p>Work Habits</p> <p>1:00 PM – 4:00 PM</p> <p>motivation, following directions, cooperation, attentiveness, going above & beyond, communication</p>	<p>January 15</p> <p>MOD 2</p> <p>Math Basics</p> <p>1:00 PM – 4:00 PM</p> <p>fractions, decimals, percentages</p>	<p>January 16</p> <p>MOD 3</p> <p>Computer Basics</p> <p>1:00 PM – 4:00 PM</p> <p>e-mail accounts & messaging, internet navigation, using search engines</p>	<p>January 17</p> <p>MOD 4</p> <p>Computer Basics</p> <p>1:00 PM – 4:00 PM</p> <p>creating documents using Word, opening and attaching documents to e-mail</p>
<p>January 20</p> <p>MLK Jr. Holiday</p> <p>MWOC Closed</p> <p>No Classes</p>	<p>January 21</p> <p>MOD 5</p> <p>Computer Basics</p> <p>1:00 PM – 4:00 PM</p> <p>Introduction to MS Office Suite Word, Excel, Outlook</p>	<p>January 22</p> <p>MOD 6</p> <p>Work Habits</p> <p>1:00 PM – 4:00 PM</p> <p>customer service, body language, managing expectations, difficult customers</p>	<p>January 23</p> <p>MOD 7</p> <p>Work Habits</p> <p>1:00 PM – 4:00 PM</p> <p>problem solving, conflict resolution, diversity, constructive criticism, anger management</p>	<p>January 24</p> <p>MOD 8</p> <p>Financial Literacy</p> <p>1:00 PM – 4:00 PM</p> <p>budget fundamentals, banking, loans, credit reports, savings</p>
<p>January 27</p> <p>MOD 9</p> <p>Employment Search</p> <p>1:00 PM – 4:00 PM</p> <p>SAW, resume formats, 60 second commercial, financial aid</p>	<p>January 28</p> <p>MOD 10</p> <p>Employment Search</p> <p>1:00 PM – 4:00 PM</p> <p>grooming, develop resume, key words, social media profile</p>	<p>January 29</p> <p>MOD 11</p> <p>Employment Placement</p> <p>1:00 PM – 4:00 PM</p> <p>interview preparation, job fairs, hiring events networking, career portfolio</p>	<p>January 30</p> <p>MOD 12</p> <p>Employment Placement</p> <p>1:00 PM – 4:00 PM</p> <p>interview preparation, job fairs, hiring events networking, career portfolio</p>	<p>January 31</p> <p>MOD 13</p> <p>Employment Placement</p> <p>1:00 PM – 4:00 PM</p> <p>interview preparation, job fairs, hiring events networking, career portfolio</p>