









# April 2019

**NEW ADDRESS!**  
 204 1/2 W. State Street  
 Marshalltown, IA 50158  
 641-754-1400

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<p><b>ALL DATES AND TIME ARE SUBJECT TO CHANGE CALL 641-754-1400 TO REGISTER</b></p>	<p>1</p> 	<p>2</p> <p>Job Corps 9-11:30</p>	<p>3</p>	<p>4</p>	<p>5</p> <p>Orientation to Core Partners 9-10</p>	<p>6</p>
<p>7</p>	<p>8</p> <p>Essential Tools for Job Seekers 9-11 JBS 9-3</p>	<p>9</p> <p>NCRC 9-12</p>	<p>10</p> <p>Vet Rep 9-4</p>	<p>11</p>	<p>12</p>	<p>13</p>
<p>14</p> 	<p>15</p> <p>Essential Tools for Job Seekers 9-11 Maintain a Positive Attitude 11-1 JBS 9-3</p>	<p>16</p> <p>Develop a Career Plan 1-2:30 Research Industry Trends 2:30-4</p>	<p>17</p> <p>Create a Great Resume 9:15-12 Job Corps 9:30-11:30 Conduct a Job Search 1-2:30 Interview &amp; Negotiate 2:30-4</p>	<p>18</p>	<p>19</p> <p>Orientation to Core Partners 9-10</p> 	<p>20</p>
<p>21</p> 	<p>22</p> <p>Essential Tools for Job Seekers 9-11 JBS 9-3</p> 	<p>23</p> <p>Excellence in Customer Service 9-3</p>	<p>24</p> <p>Excellence in Customer Service 9-3 Vet Rep 9-4 Buena Vista 9-11</p> 	<p>25</p> <p>Excellence in Customer Service 9-3</p>	<p>26</p> <p>Excellence in Customer Service 9-3</p>	<p>27</p>
<p>28</p>	<p>29</p> <p>Essential Tools for Job Seekers 9-11 JBS 9-3</p>	<p>30</p> <p>NCRC 9-12</p>				

## **WORKSHOP Descriptions (these are no charge)**

Contact IowaWORKS Iowa Valley, 641-754-1400, for workshop dates and times

**Essential Tools for Job Seekers-** “Getting to know IowaWORKS (Also available in Spanish once a month.)

**Orientation to Partner Services-** This is for information on HSED, ESL, Voc. Rehab and Title I

**Maintain a Positive Attitude:** Implement strategies to maintain a positive perspective while managing dramatic changes, including the loss of a job.

**Develop A Career Plan:** Career Exploration

**Research Industry Trends:** Labor Market Information

**Create a Great Resume:** Get helpful tips on writing resumes and cover letters, plus have time to create your own perfect resume to take home.

**Conduct a Job Search:** Practice using the strategies that are most effective at locating job opportunities.

**Interview and Negotiate:** Mock interviews

**Application Workshop** – Now that you have a great resume, you can apply for that job you want! We can help if it is a paper or online application. Also, learn about common questions that appear on applications and the appropriate way of answering them.

**Digital Literacy Basic** -Meet computer, mouse, keyboard and some important keys

**EMAIL/ONLINE** - Email setup/usage and online applications. Must be computer literate or have taken Digital Literacy prior

**Word Basic-** Learn the basics in WORD to create documents, format for printing, saving documents.

**Excel Basic-** Learn how to create spreadsheets, use basic formulas, sort, format, and print

**NCRC - National Career Readiness Certificate**

Obtain a nationally/state recognized applied skills certificate based on three assessments: Reading for Information, Locating Information and Applied Mathematics.

**Financial Fitness** – Take control of your money. Learn more about budgeting, savings, and building credit

**Workin’ It Out-** Solve problems in the workplace, understand employers’ unspoken rules, & how our beliefs/thoughts/feelings can affect the problems we have. (held every other month)

**Excellence in Customer Service-** Learn basic business writing, phone etiquette, problem solving, decision making, listening skills, dealing with difficult people, asking effective questions and enhancing your self-esteem. (24 hr workshop held for 4 consecutive days). (held every other month)

**Changing Lanes-** Connecting communication and healthy relationships to improve employability, stability, and long term success.

**Discover your Resources-** Reduce barriers to employment by learning about services offered at local community action agencies.

**Bring Your A Game to Work** - This is a class designed to help you understand the long-term benefits of work ethic and will help you set a foundation for personal and professional success.

**College Prep & Finance 101 Show me the Money:** If you are planning to jump in to college, this workshop is for you! You will gain a how to guide in the area of financing your college years.