




May 2019

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>Randstad 10-2</i>	2 <i>Aventure Staffing 11-2</i> <i>Job Corps 9-11:30</i>	3 <i>JBS Maintenance 10-2</i>	4
5	6 <i>JBS 9-3</i> <i>Essential Tools for Job Seekers 9-11</i> <i>Maintain a Positive Attitude 11-1</i>	7 <i>NCRC 9-12</i> <i>Aventure Staffing 11-2</i> <i>Develop a Career Plan 1-2:30</i> <i>Research Industry Trends 2:30-4</i>	8 <i>Vet Rep 9-4</i> <i>Buena Vista 9-11</i> <i>Create a Great Resume 9:15-2</i> <i>Randstad 10-2</i> <i>Conduct a Job Search 1-2:30</i> <i>Interview & Negotiate 2:30-4</i>	9 <i>Excel Basics 9-10:30</i> <i>Word Basics 10:30-12</i> <i>Financial Fitness 1-2:30</i> <i>College Prep & Finance 101 2:45-3:45</i>	10 <i>Orientation to Partner Services 9-10</i> <i>Registered Apprenticeships 10-11</i>	11
12 	13 <i>Essential Tools for Job Seekers 9-11</i> <i>JBS 9-3</i>	14 <i>NCRC 9-12</i>	15 <i>Bring your "A" Game to Work 9:15-3</i> <i>Job Corps 9:30-11:30</i> <i>Randstad 10-2</i>	16 <i>Spanish Essential Tools for Job Seekers 1:30-3:30</i>	17	18 
19	20 <i>Essential Tools for Job Seekers 9-11</i> <i>JBS 9-3</i>	21 <i>NCRC 9-12</i> <i>Workin it Out 9-3</i>	22 <i>Workin it Out 9-3</i> <i>Vet Rep 9-4</i> <i>Randstad 10-2</i>	23 <i>Workin it Out 9-3</i>	24 <i>Orientation to Partner Services 9-10</i> <i>Workin it Out 9-3</i>	25
26	27 	28 <i>JBS 9-3</i>	29 <i>Randstad 10-2</i>	30	31	

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.