



106 East 2nd Ave. · Indianola, IA 50125 (No Appointment Necessary)
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 (515) 962-5017 · weliftjobsearch@gmail.com

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WeLIFT Job Search is here to help in your job search efforts offering **FREE** assistance with:

- Resumes, cover letters, email, and online job applications
- Our computer lab is available Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 3:00 p.m., and Thursday evenings from 6:00 to 8:00 p.m. in the Indianola Office
- Job Coaching with career and educational opportunities utilizing the **Kuder Journey Program**

August 2017 Class Schedule – Indianola Office

Success in the Workplace: Getting a job is the first hurdle. The next is keeping a job and is the focus of this series covering seven important workplace behaviors: Attitude, Attendance, Appearance, Ambition, Accountability, Acceptance, and Appreciation. You are encouraged to come to all sessions, however, classes will rotate so you can pick up any that you are unable to attend later.

➤ **Tues., August 1,8,15,22,29** **10:00 a.m. to 11:30 a.m.**



Excel: Create a spreadsheet or brush up on skills. Must be committed to attending all 3 sessions.

Prerequisites for Class: Basic Computer Skills and Microsoft Word

- **Session I: Mon., August 7** **6:00 p.m. to 8:00 p.m.**
- **Session II: Mon., August 14** **6:00 p.m. to 8:00 p.m.**
- **Session III: Mon., August 21** **6:00 p.m. to 8:00 p.m.**

NCRC National Career Readiness Certificate: This is an assessment in applied math, locating information, and reading for information. Based on scores, a Platinum, Gold, Silver, or Bronze certificate may be awarded. The **NCRC is recognized by 9,100+ employers in Iowa.**

➤ **Tues., August 8** **5:30 p.m. to 9:00 p.m.**

Interview Skills: How to prepare for phone interviews, group interviewing, first impressions, networking, addressing barriers, and the importance of **interview preparation.**

- **Thurs., August 10** **10:00 a.m. to 11:30 a.m.**
- **Thurs., August 24** **6:30 p.m. to 8:00 p.m.**



Electronic Job Search: Explains the process of how to apply online, upload resumes, and use job search sites to your best advantage. Participants are encouraged to bring a flash drive or have access to their resumes electronically.

➤ **Tues., August 22** **6:00 p.m. to 8:00 p.m.**

Please call (515) 962-5017 to register for classes. All classes and services are FREE and designed for hands-on learning. You are invited to re-take classes as often as you like.