

WORKFORCE ORIENTATION AND RETRAINING KEYS

WORK

W.O.R.K. Program Prepares Workers & Opens Doors!

Workforce Orientation & Retraining Keys (WORK) is a 60-clock hour training program designed to communicate basic employer expectations, as well as provide participants the opportunity to earn an American Heart Association CPR card and Career Readiness Certificate (CRC) attainment in terms of reading, writing, and mathematical skills.

The program will convene over a six-to-eight-week period, allowing the students to develop a discipline for going to work, being on time, completing assignments and eventually receiving a financial benefit.

Successful completers will be eligible for college credit and priority hiring. In addition, WORK offers successful training completers the opportunity to earn a \$300 training stipend to assist with interview/work-related purchases such as interview attire or steel-toed shoes.

The WORK program's goal is to provide individuals the necessary skills to begin or advance their career in a work environment. WORK will provide training in areas such as workplace ethics, workplace essentials, resume building, mock interviews, safety, and first aid.

The purpose of this training program is to:

1. Develop a sufficient labor pool for both new and existing companies in areas served by East Arkansas Community College.
2. Prepare persons for gainful employment.

If your company would like to be a part of the W.O.R.K. Program, please contact: Kevin Bingham, W.O.R.K. Coordinator at 870-633-4480 ext.245 or kbingham@eacc.edu.

W.O.R.K. Curriculum Overview

(Curriculum may be Subject to change)

Mentoring (Goal Setting): Sets the tone for the eight weeks as the instructor dives deep into the reasoning behind committing to the Eight-Week Program. These two hours are dedicated to setting short-term goals (completing the program) and Long-term goals (focusing on a career and the path to get there).

Problem Solving: The focus turns to the problems that individuals may face during the 8 weeks when it comes to completing the course. This section shows individuals how to address their problems head on and stay focused on their goals.

Computer Concepts: The importance of this course is to retrain or orientate students on proper use of the computer from basic subjects such as keyboarding, file management, email etiquette, and resume templates through Microsoft Office. This course really sets the stage for building the student's resumes.

Overview of Employee Safety: Students get an important overview of Safety in the workplace and the importance of it to all companies. Students view videos along with handouts that explain the overall effectiveness of being safe on the job and how the lack of safety can harm individuals and team around them.

Financial/Job Benefits: This course sole purpose is to help get an understanding of budgeting, checking and savings accounts, money management and investing, insurance, 401k plans and other job benefits.

Workplace Essentials (Career Ready 101): We introduce the students to the CareerReady101.com website and take them through the career skills and set the schedule on what needs to be completed and the due date. These are mostly done for homework away from class. These career skills address subjects such as Job Search, Work Habits, Communication Skills, Workplace Effectiveness, and Business Etiquette. Instructor focuses on how individuals should carry themselves in the workplace. Explains what issues new employees normally face and how to properly handle and comprehend training for new job that may be offered.

Workplace Essentials (Interview and Resume Skills): Students begin to work on the basics of their resume and instructor gets in depth with the guidelines to focus on when it comes to filling out the resume. Instructor works with each individual on making their resume's strong and focus on all the job skills that student may have overlooked. Instructor focuses on from how to fill out an application, which is the first impression that is made on employers. Instructor takes individuals through interview questions and explain the importance of answering the questions honestly and precise. Instructor focuses on dress/attire for the interview so that individual is totally prepared for interview.

- **(Mock Interviews):** Students are taking through a real life interview with a Human Resource manager that is video recorded. Students must dress for a real interview and are going in prepared as if they are interviewing for an industrial job.

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- **(Review Mock Interviews):** Students along with the instructor review the interviews that were video recorded to see if they were dressed for the part correctly, how was there body language during the interview, and how well they answered questions and/or what could be improved.

First Aid/CPR: Students go through course in order to be certified to perform First Aid and CPR. First Aid CPR AED Card is awarded on completion of course. The card certifies that the individual has successfully completed the objectives and skills evaluations in accordance with the curriculum of the AHA Heartsaver First Aid CPR AED Program.

Quality Concepts: This course covers the fundamental aspect of the quality system, including policies, regulations and specifications. Other topics discussed are working with the Quality area, characteristics of quality on the job.

Work Keys Testing: Students are taking through a 3 to 4 hour test over applied math locating information and reading for information. They are presented with a bronze, silver, gold or Platinum Career Ready Certificate upon completion.