

Work Readiness Training

2018
Edition

Two, Three & Four Day Work Readiness Training Certification

CareerQUEST™

A Complete Overview of CareerQUEST™

Career Services Network, features a variety of over 100 career-related training programs. Our goal is to offer effective and interactive programs that inspire, motivate and prepare attendees for success in the workplace.

Outlined here is our signature program Work Readiness Training - CareerQUEST™.

Work Readiness Training that meets or exceeds the Department of Labor/WIOA guidelines and is offered in a two, three and four-day format.



Putting Passion to Work!



Work Readiness Training

Learn more about WRT - CareerQUEST

CareerQUEST™

Training Workshop Policies and Procedures

Career Services Network, LLC is dedicated to providing effective, comprehensive, interactive and professional workshops and training classes. In order to do this, we have a set of policies and procedures that we adhere to that allow us to maintain the integrity and value of our programs.

REFUND POLICY - Once a student is enrolled in a workshop, via a sign-in sheet, they are considered a program participant. Career Services Network, LLC reserves the right to refuse and/or dismiss a student from class for disruptive and/or unacceptable behavior. If this is the case, Career Services Network, LLC WILL BILL the client for the participant. If a student becomes sick or has a family emergency before or during a class begins Career Services Network, LLC WILL NOT BILL the client for that participant.

ATTENDANCE POLICY - Career Services Network, LLC considers a participant who arrives on time and attends all specified hours, required classroom work/notes/tests for a training class a workshop completer. All students must attend ALL specified classroom work and required hours for the class. Career Services Network, LLC reserves the right to make exceptions to this policy for special circumstances, which will be discussed with client prior to awarding/declining a Certificate of Completion for a training class.



CRITERIA FOR COMPLETION - Each student participant that completes all of the specified requirements defined in the program curricula will receive a Certificate of Completion.

Our signature, two, three and four-day, Work Readiness Training program, CareerQUEST™ complies with the United States Department of Labor's WIOA Work Readiness Training model to meet or exceed skill attainment performance standards for common measures; program participants learn:

- SKILL 1: Make Career Decisions
- SKILL 2: Use Labor Market Information
- SKILL 3: Prepare a Résumé
- SKILL 4: Complete an Application
- SKILL 5: Complete Mock Interview & Write Follow Up Letters
- SKILL 6: Use Daily Survival and Life Skills
- SKILL 7: Entrepreneurial Skills (four-day, Work Readiness Program only)

Two-Day Work Readiness A G E N D A



Day One **Career Assessment, Applications & Interviewing**

9:00 - 9:30	Welcome and Agenda Overview
9:30-10:30	DISC Behavioral Assessment and Pre-Test
10:30-11:30	Defining Your Career Gifts
11:30-12:00	Developing Your 30-Second Commercial & USP
12:00-1:00	Lunch
1:00-2:30	Application basics and filling out your application
2:30-4:00	Social Media and Interviewing Strategies; Mock Interviews

Day Two **Résumé Development & Workplace Strategies**

9:00-10:00	How to Develop a Dynamic Résumé
10:00-12:30	Creating Your Résumé
12:30-1:00	Lunch
1:00-1:30	Budgeting and Money Management
1:30-2:30	Communication in the Workplace, DISC Debrief
2:30-3:00	Building the Ideal Employee
3:00-4:00	Post-Test and Packets
4:00-4:30	Award of Certificates of Completion



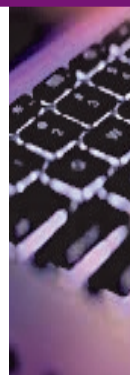
Three-Day Work Readiness A G E N D A



Day One	Career Assessment and Résumé Development
9:00 - 9:30	Welcome and Agenda Overview
9:30-10:30	DISC Behavioral Assessment and Pre-Test
10:30-11:30	Defining Your Career Gifts
11:30-12:30	Developing Your 30-Second Commercial & USP
12:00-1:00	Applications
1:00-1:30	Lunch
1:30-3:00	Résumé Application basics and filling out your application
3:00-4:30	Social Networking and Interviewing Strategies

Day Two	Applications, Interviewing & Workplace Strategies
9:00-10:00	How to Develop a Dynamic Resume
10:00-12:30	Creating Your Résumé
12:30-1:00	Lunch
1:00-2:00	Communication in the Workplace
2:00-2:30	Career & Labor Market Exploration on the Internet
2:30-3:30	Life Skills, Budgeting and The Family Budget Game
3:30-4:30	Post-Test

Day Three	Individual Interviews and Post Assessment
9:00-4:30	Individual Mock Interviews, Certificate of Completion



Four-Day Work Readiness

A G E N D A



Day One **Career Assessment , Career Decisions and Entrepreneurial Skills**

9:00–9:30	Welcome. What to Expect from CareerQuest™ Plus
9:30-10:00	DISC Behavioral Assessment
10:00-10:30	Pre-Test
10:30-11:30	Making Career Decisions and Labor Market Information
11:30-12:00	Developing Your 30-Second Commercial & Branding Statement
12:00-1:00	Lunch
1:00-2:15	Entrepreneurial Skills Training: Skills: Part One
2:15-4:00	Entrepreneurial Skills Training: Part Two

Day Two **Résumé Development and Communication in the Workplace**

9:00-10:30	The Rules for Developing a Dynamic Résumé
10:30-12:00	Building and Writing a Professional Résumé
12:00-1:00	Lunch
1:00-2:00	Understanding Your DISC Assessment
2:00-3:15	Communication in the Workplace (with DISC Assessment debriefing)
3:15-4:00	Defining Your Strengths and Managing Your Weaknesses

Day Three **Application Basics, Interviewing Strategies and Life Skills**

9:00-11:00	Application Basics and Filling Out Your Application
11:00-12:00	Successful Interviewing Strategies, Part I
12:00-1:00	Lunch
1:00-2:00	Successful Interviewing Strategies, Part II
2:00-3:30	Life Skills: Budgeting; The Family Budget Game
3:30-3:45	Post-Test Review
3:45-4:30	Post-Test

Day Four **Individual Interviews and Post Assessment**

9:00-4:30	Individual Mock Interviews, complete Post Assessment Packets; Review Mock Interview DVDs and Award Certificate of Completion
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Work Readiness Training Completer's Checklist

CareerQuest™



CareerQuest - Work Readiness Training Completer's Checklist:

Below is a list of tasks you must complete to receive your Certificate of Completion for the CareerQuest–Work Readiness Training program.

- _____ Application approved and completed
- _____ Résumé approved and completed
- _____ Mock Interview approved and completed
- _____ Post Assessment Test completed
- _____ Budget completed
- _____ Sign off on DOL paperwork
- _____ Watch and evaluate your interview DVD
- _____ Thank You Note received
- _____ Program Evaluation completed



WRT Completer's Checklist



Career Services Network, LLC
Resources for a Purpose Driven Workforce

623.561.6838 | 623.256.3033

CareerServicesNetwork.com