




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
- We are open Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 3:00 p.m. in our Indianola Office; **Indianola Office - Evenings by appointment only**
- Job Coaching with career and educational opportunities utilizing the **Kuder Journey Program**

September 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., September 5,12,19,26** **10:00 a.m. to 11:30 a.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.**

➤ **Mon., September 11** **5:30 p.m. to 9:00 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., September 12** **6:00 p.m. to 8:00 p.m.**

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

➤ **Thurs., September 14** **10:00 a.m. to 11:30 a.m.**

➤ **Thurs., September 28** **6:30 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.