



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
- Indianola Office Hours: Tuesdays, Wednesdays, and Thursdays from 9:00 a.m. to 3:00 p.m

October 2017 Class Schedule – Indianola Office



Computer Basics: Designed for those who want to brush up on skills or have little or no computer **experience**. **Topics include: Keyboard, Internet, and Email Basics.**

Mon., Feb. 13

6:00 p.m. to 8:00 p.m.

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., October 3,10,17,24,31**

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: Tues., October 3**

6:00 p.m. to 8:00 p.m.

➤ **Session II: Tues., October 10**

6:00 p.m. to 8:00 p.m.

➤ **Session III: Tues., October 17**

6:00 p.m. to 8:00 p.m.

Microsoft Word Basics: From resumes to cover letters, most professional letters start with a Word document. Learn to create, format, copy and paste, and save documents.

➤ **Mon., October 16**

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., October 12**

10:00 a.m. to 11:30 a.m.

➤ **Thurs., October 26**

6:30 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., October 24**

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.

➤ **Mon., October 23**

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.