



106 East 2<sup>nd</sup> Ave. · Indianola, IA 50125 (No Appointment Necessary)  
110 W. Washington · Winterset, IA 50273 (By Appointment)  
(515) 962-5017 · [weliftjobsearch@gmail.com](mailto: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.

## December 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., December 4** 6:00 p.m. to 8:00 p.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., December 5** 6:00 p.m. to 8:00 p.m.
- **Session II: Tues., December 12** 6:00 p.m. to 8:00 p.m.
- **Session III: Tues., December 19** 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.**

- **Thurs., December 7** 5:30 p.m. to 9:00 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., December 5,12,19** 10:00 a.m. to 11:30 a.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., December 11** 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., December 14** 10:00 a.m. to 11:30 a.m.
- **Due to holiday season, no evening interview skills class offered this month, however we are available to meet with individuals by appointment**



**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., December 18** 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.