

January 2020 Class Schedule WeLIFT Job Search Center

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. ➤ Wed., January 8 5:30 p.m. to 7:30 p.m.

Excel: Create a spreadsheet or brush up on skills. Must be committed to both sessions. ☺ Prerequisites for Class: Basic Computer Skills and Microsoft Word ➤ Session I: Wed., January 15 5:30 p.m. to 8:00 p.m. ➤ Session II: Wed., January 22 5:30 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. ➤ Wed., January 29 5:30 p.m. to 9:00 p.m.

Interview Skills: How to prepare for phone interviews, group interviewing, first impressions, networking, addressing barriers, and the importance of interview preparation. ➤ Schedule with Roger as needed to help be better prepared for an interview.

Please call (515) 962-5017 to register for classes. All classes and services are FREE and designed for hands-on learning. Please sign up for classes at least two weeks prior to class date. You are invited to re-take classes as often as you like.