



Get Career Ready

A career catalyst program to provide people with the fundamentals for success.

This innovative 40-hour training course provides those looking for work, or to advance their career, with the skills necessary to become successful employees. Students may attend any or all classes, and will receive our Career Readiness Credential upon completion of all 40 hours of training.



MATH BASICS

Review of addition, subtraction, multiplication, division, decimals, fractions and percentages



COMPUTER BASICS

Digital literacy instruction to include Microsoft Word, Excel, Outlook and Powerpoint



CAREER PREPARATION

Assess skills and abilities, create a resume and learn how to dress professionally



FINANCIAL LITERACY

Educational funding, budget basics, credit reports and loans



WORK FUNDAMENTALS

Time management, written and verbal communications, customer service, working with a team and conflict resolution



EMPLOYMENT PLACEMENT

Professional social media profiles, networking and mock interviews

Have questions? Contact Us > cred@goodwillwa.org

Class Dates

Classes are held monthly - view class times and dates at www.goodwillwa.org

Sign Up

Classes are free thanks to community support. Please register for any or all classes in the series by emailing cred@goodwillwa.org

Walk-ins are welcome!



June 2019 - Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
June 3	June 4	June 5	June 6	June 7
June 10 Introduction to CRED 1:00 PM – 4:00 PM team building, attendance, language, job application	June 11 Assessments 1:00 PM – 4:00 PM CASAS reading and math assessments	June 12 MOD 1 Work Habits 1:00 PM – 4:00 PM motivation, following directions, cooperation, attentiveness, going above/beyond, communication	June 13 MOD 2 Math Basics* 1:00 PM – 4:00 PM fractions, decimals, percentages *Class not required if student tests out	June 14 MOD 3 Computer Basics 1:00 PM – 4:00 PM e-mail accounts & messaging, internet navigation, using search engines
June 17 MOD 4 Computer Basics 1:00 PM – 4:00 PM creating documents using Word, opening and attaching documents to e-mail	June 18 MOD 5 Computer Basics 1:00 PM – 4:00 PM Introduction to MS Office Suite Word, Excel, Outlook	June 19 MOD 6 Computer Basics 1:00 PM – 4:00 PM Introduction to MS Office Suite Word, Excel, Outlook	June 20 MOD 7 Computer Basics 1:00 PM – 4:00 PM Introduction to MS Office Suite Word, Excel, Outlook	June 21 MOD 8 Work Habits 1:00 PM – 4:00 PM customer service, body language, managing expectations, dealing with difficult customers
June 24 MOD 9 Work Habits 1:00 PM – 4:00 PM problem solving, conflict resolution, diversity, constructive criticism, anger management	June 25 MOD 10 Employment Search 1:00 PM – 4:00 PM SAW, resume formats, 60 second commercial, financial aid	June 26 MOD 11 Employment Search 1:00 PM – 4:00 PM grooming, develop resume, key words, social media profile	June 27 MOD 12 Financial Literacy 1:00 PM – 4:00 PM budget fundamentals, banking, loans, credit reports, savings	June 28 MOD 13 Employment Placement 1:00 PM – 4:00 PM interview preparation, job fairs, hiring events networking, career portfolio
July 1	July 2	July 3	July 4 FOURTH OF JULY MWOC Closed No Classes	July 5