

# 1 One-on-One Case Management

From the time you join our program to the moment you are placed in a job, our case managers are by your side to offer assistance. We help you determine the job goals that are right for you, which may involve taking career and skills assessments to identify your capabilities and interests.

## You can expect:

- Help creating a career plan that works for you
  - Guidance through education needed to attain your goals, such as earning a GED or high school diploma, or applying for college or certificate-based programs
  - Access to additional training focused on life and work skills
  - Referrals for other services that apply to your situation (i.e., mental health, family services)
  - Paid incentives or work experience - based on program
- \*Some restrictions apply. Not available for all participants.



# 2 Life and Work Skills Training

Through online and classroom sessions, you will learn skills that reflect both your needs and the current real-world requirements of potential employers.

## You can expect training in areas like:

### Online Courses

- Basic Budgeting
- Career Development
- Conflict Resolution
- Customer Service
- Decision Making
- Digital Literacy
- Financial Literacy
- Grammar Basics
- Self Presentation
- Social Interaction
- Time Management
- Interviewing
- Resume Writing

### Intensive Instructor-Led Workshops

- Business Etiquette
- Career Exploration
- Interviewing
- Digital Job Search
- Resume Writing

# 3 Job Placement and Retention

Your case manager will help you through your job search, starting a new job, and beyond. We want to ensure that you thrive in your new job, and have the skills needed to keep and advance your position.

## You can expect:

- Training on how to successfully search for and find jobs online
- Services to assist with creating and submitting resumes
- Assistance with preparing for interviews
- Case manager follow up and monitoring after you've been placed in a job