

## Workshop Summary



Upgrading your skills can be one of the most effective ways to transition into a new career or job.

Keeping your skills current or upgrading your skills is a key factor in making yourself more employable and desirable to potential employers.

IowaWORKS is dedicated to providing integrated assistance to you

to make the process more efficient and rewarding.

Please review the following list of available workshops to see how you can upgrade your skills to draw the attention of potential employers as well as to get the most out of your search for a new job! **Please talk to an Advisor about any questions or to schedule a date and time for your workshop.**

All workshops are **free** and require that you become a member to attend, so be sure that you visit our Membership area to enroll and complete the membership process!



Smart.Results.

430 East Grand  
Des Moines, Iowa 50309



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**Upgrade your skills today with IowaWORKS workshops!**



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## **Available Workshops**

### **Assessment Workshop**

This is an interactive assessment tool to assist in determining interests & skills for career planning. You must know how to operate a mouse to attend.

### **Basic Microsoft Word 2007**

This is an interactive course on Word 2007, and includes information on how to create & edit documents, resumes and letters. You must have basic computer skills to attend this workshop.

### **Basic Computer Skills Workshop**

This is a basic computer how-to workshop about the use of the computer, mouse and internet. You will learn how to create an email account, fill out applications online, and attach a resume. This is a 4 day workshop, and there is no pre-requisite to attend. This workshop is also available in Spanish.

### **Resume Development Workshop**

This is an informational course on what documentation is necessary when preparing to write a resume, as well as what type of resume will be most effective for your job search. This course will continue into the Resume Writing course, so you will need basic computer and typing skills to attend.

### **Career Readiness Certificate**

This testing tool shows employers your basic skill levels in three specific areas– math, reading and locating information– that are common to most jobs. Whatever job you do, you will

likely use your abilities in these areas the most. Whether you are looking for a job or seeking to bolster your credentials, earning a Career Readiness Certificate (CRC) give you proof of your job skills.

### **Resume Writing Workshop**

This is an interactive workshop in which one creates a professional resume based on the information learned in the Resume Development workshop. You must have attended the Development Workshop in the same week and you must have basic typing and computer skills to attend.

### **Coping With Job Loss**

This is an Informational/interactive workshop about the issues that arise when one is dealing with the loss of a job. The workshop includes tips for handling the emotional cycles felt when losing a job, considerations, and ideas for moving forward. It also includes coping skills when dealing with stress. No pre-requisites required for this workshop.

### **DMACC/ICAN Workshop**

Are you considering furthering your education? Is this a good time for you to explore going to college? Staff from DMACC and Iowa College Access Network will provide an interactive session on educational opportunities at DMACC. We will cover various post secondary options that might align with your interests, ability, and need as well as review the options for financing a college education. There will also be opportunities to visit one-

on-one to address specific questions and concerns.

### **Career Exploration Workshop**

This is an informative workshop for career planning, includes how to find a career fit, how to explore career wages & trends, and what to consider regarding education and training. No pre-requisite to attend.

### **Interview Skills Workshop**

This is an informative workshop on how to successfully interview for employment, including how to put your best foot forward, and the do's and don'ts. No pre-requisite to attend.

### **Rosetta Stone**

From members needing English as a Second Language to native English speakers wanting to learn an additional language, we offer the well known Rosetta Stone program currently in English, Spanish, and Vietnamese. Speak to a New lowan Center staff member to enroll or inquire about this program. No appointment or pre-requisite necessary.

### **Cover Letter Workshop**

This workshop is an interactive workshop that will teach you the basic components necessary to writing a comprehensive and effective cover letter to potential employers such as the formatting and references.

Please see an Advisor  
To register for any workshops!