



PARTNERS
IN EDUCATION
Preparing Students for What's Next

Job Readiness Training

Spring 2023
STUDENT Calendar

Choose M, T, W, or Th at 3:45 -4:45 p.m. OR 5- 6 p.m.

**Feb. 28 &
Mar 3rd**

Program Kick-Off: Welcome and Q&A With Coaches

Ask questions about the program; meet staff and volunteer career coaches!

March 9

Week 1: Student Orientation & Know Your Rights

Learn program expectations and begin your journey as an employee with support from Human Resources professionals.

**Week of
March
13th***

Week 2: Values & Career Exploration (IN-PERSON)

You will attend the first in-person workshop and explore your interests, discover your values, and explore career options with the support of your Career Coach.

**March
21 & 23**

Week 3: Energy Sector & Healthcare Career Panels

You will participate in two zoom webinars to learn more about the energy and healthcare pathway through guest speakers.

**Week of
March
27***

Week 4: Resumes & Cover Letters

In this workshop, you will use the information you learned in earlier workshops to write your resume and cover letter. Career coaches will provide feedback throughout the remaining workshops.

**Week of
April
3rd***

Week 5: Financial Literacy (IN-PERSON)

During this in-person workshop, you will learn the importance of understanding personal finances such as cost, credit cards. You will be creating a budget with their peers and career coach.

**Week of
April
10th***

Week 6: Networking & Interview skills

You will learn about the strategies of networking and work on a personal elevator pitch. This workshop will also talk about interview skills and how to prepare for mock interviews (the last workshop).

**Week of
April
17th***

Week 7: Professional Communication

Learn the importance of communication, types of communication and how to communicate effectively in a work setting.

**Week of
April
24th***

Week 8: Mock Interviews & Celebration (IN-PERSON)

In this final in-person workshop, you will bring your completed resume and participate in two interviews with volunteers. Finishing the interviews, you will be receiving your certificate of completion.

*** Students will choose 1 workshop day (M, T, W, or Th) and time (3:45-4:45PM OR 5-6PM), and will keep the same schedule each week with the exception of make ups.**