

HUMAN RESOURCES DEVELOPMENT (HRD) PROGRAM

OVERCOMING JOB SEEKING BARRIERS & BLUNDERS*

- Learn what employers are looking for in an employee
- Develop transferable skills, discover your strengths and weaknesses, and learn how to set goals
- Learn how to overcome barriers both on and off the job

LINKEDIN FOR JOB SEEKERS*

- Learn how to develop an impressive LinkedIn profile, how to enhance your job search, and how to build connections that really matter
- Learn to use LinkedIn as a social media tool to expand your reach and connect with decision makers in the workplace

CREATE A DYNAMIC RESUME*

- Learn how to create a dynamic resume, define your targeted job and its requirements, and highlight the right skills
- Learn how to populate applications effectively
- Develop a cover letter that will open doors for you

HUMAN SERVICES EXPLORATION: DSS CASEWORKER*

- Learn the skills and strategies needed to provide employability skills training and career exploration for the role of Income Maintenance Caseworker

INCOME MAINTENANCE CASEWORKER - NCFAST

- Utilization of the NCFAST application
- Focus on communication, interviewing, time management, data gathering/compiling, and data analysis

WORKING SMART*

- Learn to be an effective worker and a strong team player
- Learn the importance of personal branding, dealing with stress, how to actively listen, effectively communicate, adjust to change, and problem solve

EMPLOYER EXPECTATIONS*

- Employability skills training
- Increase your chances of becoming employed
- Learn to work as a team member
- Vocational and academic assessments

COMMUNICATION SKILLS*

- Learn how to build valuable interpersonal communication skills
- Understand the communication skills necessary for job hunting and interviewing

FDIC MONEY SMART*

- Learn how to enhance your financial skills and create positive banking relationships

JOB INTERVIEW SKILLS*

- Explore your personal values, work ethic, job interests, job strengths, and long-term career objectives

COMPUTER TECHNOLOGY AWARENESS*

- Update technology skills
- Become more familiar with computers
- Learn the basics of how to operate a PC and how to use Microsoft Word to enhance your professional skill set



* FEE WAIVER FOR THOSE WHO QUALIFY

Individuals may be granted a waiver of class registration fees if they meet one of four criteria:

- Are unemployed or underemployed
- Have received notification of pending layoff
- Are working and are eligible for federal earned income tax credit
- Are working and earning wages at or below two hundred percent (200%) of the federal poverty guidelines