

Attachment 2



Work Readiness Training Overview

1. ***THE 7 HABITS OF HIGHLY EFFECTIVE PEOPLE - Abbie Combs, Trainer***

Program Description: Stephen Covey's book, *The 7 Habits of Highly Effective People*, serves as the foundation for this inspiring and popular workshop. The focus of the program is leadership development at the personal and interpersonal level. The 7 Habits are based on a single premise: effective change starts from the inside out.

The two and a half day workshop explores ways to unleash the creativity, talent and energy of participants. It looks at creating team spirit and harmony among people, improving results at the personal and professional level; developing more meaningful relationships and productive collaboration; increasing productivity by focusing on the most important things; and achieving a healthy work / life balance.

Habit 1: Be Proactive. Promotes courage to take on new challenges, accept responsibility, and improve accountability in order to achieve goals.

Habit 2: Begin with the End in Mind. Brings projects to completion and unites teams under a shared vision, mission, and purpose.

Habit 3: Put First Things First. Emphasizes accomplishing the most important things first and encourages individual action and prioritization

Habit 4: Think Win-Win. Encourages conflict resolution and helps individuals seek mutually beneficial solutions increasing group momentum.

Habit 5: Seek First to Understand, Then to be Understood. Fosters deeper understanding and clearer communication through listening skills, resulting in trust and quicker completion of tasks.

Habit 6: Synergize. Ensures greater "buy in" from team members and takes advantage of diversity to discover options that are better than "my way" or "your way."

Habit 7: Sharpen the Saw. Promotes continuous improvement and safeguards against burnout.

Important: Students choosing this work readiness training MUST be able to attend the full two and one half days of training. Each component is a building block for the next and full attendance is necessary to gain proper understanding. A student in partial attendance will not get any credit toward the required 15 hours of work readiness training and will have to start over at.

2. WORK CERTIFIED - Various Trainers

Program Description: The Work Certified Program is a work readiness training that prepares entry level employees and those re-entering the workforce, for success in the workplace. Work Certified provides job seekers with basic work ethics, behavioral modification, self-esteem, goal setting, and team building skills in a classroom setting. Critical job skills and behaviors will be delivered to GED2JOB students through a curriculum that is employer-driven and includes lecture, in-class exercises, role-playing, interactive discussion groups, case studies, handouts, hands-on, textbooks, and worksheets.

Work Certified training is designed to provide students with knowledge of how to behave and what to expect in a work environment. They will learn skills necessary to remain employed and to become a valuable employee to a business.

Job skills competencies will be taught and verified by the instructor during Work Certified to ensure success in the workplace. After completing the 15-hour Work Certified training, students will better understand workplace basics, ethics, being on time, absenteeism, professional dress, dependability versus reliability, the importance of life-long learning, job descriptions, and business forms. Students will learn specifics including working in a diverse workplace, having a positive self-concept, self-management skills, getting along with supervisors and co-workers, problem solving skills, creative thinking, getting a raise, getting promoted and leaving a job.

Work Certified will be offered in select locations weekly. Hours and days per week will be announced but may vary by location.
