



Monday:
WIOA Orientation
(10am-12pm)

Learn about Workforce Innovation and Opportunity Act (WIOA), vocational training, and employment services.

Discuss eligibility documents and suitability.

CASAS Testing (2.5hrs):

CASAS Testing: 1pm

CASAS Testing: 2pm



Tuesday:
Resume Workshop /
Networking Techniques
(1pm - 4pm)

Resume Workshop: Learn how to create or update your resume to showcase your skills, experience, and qualifications to potential employers.

Networking Techniques: Learn how to build connections for job opportunities through mutual acquaintances and online platforms.

CASAS Testing (2.5hrs):

CASAS Testing: 9:30am

CASAS Testing: 10am



Wednesday:
Mock Interviews (Come
dressed in Work/Professional
Attire & Effective
Communication Skills
(1pm-4pm)

Learn the S.T.A.R. Method
What is professional attire?
Conflict-Resolution Techniques
Personality / Coaching

CASAS Testing (2.5hrs):

CASAS Testing: : 9:30am

CASAS Testing: 10am



Thursday:
Financial Literacy &
Time Management
(1pm-4pm)

Learn about budgeting.
Learn about different types of accounts (Savings, Credit card etc).

Learn Time Management Techniques

CASAS Testing (2.5hrs):

CASAS Testing: : 9:30am

CASAS Testing: 10am



Exit:
1-year
Follow-up
(Retention)

Check-in each quarter (every 3 months) and verify employment (participant provides paystub or offer letter)



Once Enrolled /On Going
Support:

1. Monthly Check-Ins
2. Supportive Services / Resources

Once the client completes
their PWE or Training
Program:

1. Receive assistance with updating your resume
2. Referred to Employment Opportunities



Following Monday:

Once you successfully complete Workforce Readiness Training and provide ALL the required documents needed to determine your eligibility, you will be sent an email within 2 business days.

Your Career Coach will schedule a phone conversation, or in-person meeting to discuss next steps

- CareerOneStop Interest Assessment/Exploration must be completed during that phone meeting or in-person meeting
- Career Coach and client will discuss Code of Conduct & Communication Expectations
- Client will be advised to visit 2 Training Sites (if interested in vocational programming) BEFORE being enrolled
- Once the client provides the 2 Training Provider Explorations Forms and decides which program they want to attend, then the client is enrolled into Career Connect/WIOA Programming



Friday:
Worker's Rights
& Job Club
(1pm-2pm)
(2pm-3pm)

Learn about your rights in the workplace to ensure fair treatment, safe work conditions, and adequate compensation.

Learn about employment opportunities within our network

CASAS Testing (2.5hrs):

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