


March 2024 CDC-TaST Workshops EMPLOYMENT & TRAINING CALENDAR



Classes and Workshops are **INTERACTIVE ZOOM & in person** presentations with topics intended to enhance life and job readiness skills. *Workshops are 1 hour unless shown otherwise.* **CALENDAR SUBJECT to CHANGE. Please call 907-644-8259 and ask for Sharon or Rebecca.** Zoom Workshop descriptions and links can be found in our catalogue below. CDC/TaST Daily Check-in Link will be provided by staff.

Monday	Tuesday	Wednesday	Thursday	Friday
	<p>"In the <i>spring</i>, I have counted 136 different kinds of <i>weather</i> inside of 24 hours."</p> <p>Mark Twain</p>			1
4	5	6	7	8
Balancing Work and Being a Parent - Part 1 1 - 2:15pm	Basic MS Outlook and PowerPoint 2019 - Part 1 10:15-11:30 AM Balancing Work and Being a Parent Part 2 1pm - 2:15pm WorkKeys Testing 1pm - 4pm (By Appointment only) Work Services Orientation (ATAP Job Seekers only) 3pm – 4:45 pm	Balancing Work and Being a Parent Part 2 1pm - 2:15pm AK Host Training 12 - 2pm (enrollment required prior to class!)	Basic MS Outlook and PowerPoint 2019 - Part 2 10:15-11:30 AM AK Host Training 12 - 2pm (enrollment required prior to class!) Couponing 2 - 3:30pm	Basic MS Outlook and PowerPoint 2019 - Part 3 10:15-11:30 AM AK Host Training 12 - 2pm (enrollment required prior to class!)
11	12	13	14	15
Building Resiliency Part 1 12 - 1:15 pm	Work Services Orientation (ATAP Job Seekers only) 10:45 am– 12:45 pm Building Resiliency Part 2 12 - 1:15 pm Digital Age and Professional Presence; D.A.P.P Workshop Part 1 1:00-2:00pm WorkKeys Testing 1:00-4:00 pm (By Appointment only)	Basic MS Excel 2019 Part 1 10:15 - 11:30 am Building Resiliency Part 3 12 - 1:15 pm Digital Age and Professional Presence; D.A.P.P Workshop Part 2 1:00-2:00pm	Basic MS Excel 2019 Part 2 10:15 - 11:30 am Building Resiliency Part 4 12 - 1:15 pm Digital Age and Professional Presence; D.A.P.P Workshop Part 3 1:00-2:00pm	Basic MS Excel 2019 Part 3 10:15 - 11:30 am Digital Age and Professional Presence; D.A.P.P Workshop Part 4 1:00-2:00pm
18	19	20	21	22
Decision-Making Skills Part 1 12 - 1:15 pm	Decision-Making Skills Part 2 12 - 1:15 pm WorkKeys Testing 1:00-4:00 pm (By Appointment only) Work Services Orientation (ATAP Job Seekers only) 3:00 pm – 4:45 pm	Tips to Declutter & Organize Part 1 10:15 - 11:30 am Decision-Making Skills Part 3 12 - 1:15 pm AK Host Training 12 - 2pm (enrollment required prior to class!)	Tips to Declutter and Organize Part 2 10:15 - 11:30 am Decision-Making Skills Part 4 12 - 1:15 pm AK Host Training 12 - 2pm (enrollment required prior to class!) Couponing 2 - 3:30pm	Tips to Declutter and Organize Part 3 10:15 - 11:30 am AK Host Training 12 - 2pm (enrollment required prior to class!)

25	26	27	28	29
<p>OFFICE CLOSURE IN-SERVICE Seward's Day</p> 	<p>Essentials of Positive Stability Part 1 10:15 - 11:30 am</p> <p>Work Services Orientation (ATAP Job Seekers only) 10:45 am– 12:45 pm</p> <p>Goal Setting Part 1 12 - 1:15 PM</p> <p>Digital Age and Professional Presence; D.A.P.P Workshop Part 1 1:00-2:00pm</p> <p>WorkKeys Testing 1-4:00 pm (By Appointment only)</p>	<p>Essentials of Positive Stability Part 2 10:15 - 11:30 am</p> <p>Goal Setting Part 2 12 - 1:15 PM</p> <p>Digital Age and Professional Presence; D.A.P.P Workshop Part 2 1:00-2:00pm</p>	<p>Essentials of Positive Stability Part 3 10:15 - 11:30 am</p> <p>Goal Setting Part 3 12 - 1:15 PM</p> <p>Digital Age and Professional Presence; D.A.P.P Workshop Part 3 1:00-2:00pm</p>	<p>Essentials of Positive Stability Part 4 10:15 - 11:30 am</p> <p>Digital Age and Professional Presence; D.A.P.P Workshop Part 4 1:00-2:00pm</p>

“March is the month of **expectation.**” ~ *Emily Dickinson*

↓Zoom Catalogue Below↓

Zoom Links & Workshop Descriptions	Instructor
<p align="center"><u>Daily Check-In Attendance (CDC and TaST)</u></p> <p>If you have been referred to the CDC/TaST Daily Check-In you should have received the Zoom link. If you are referred but do not have the link please contact us at 907-644-8259 and ask for Sharon or Rebecca. Please store the link for reference once received.</p>	E&T Staff
<p><u>Alaska Career Information System (AKCIS) for Job Seekers</u> https://us02web.zoom.us/j/81516976250?pwd=NjFjdTV2a2JsNU02aTJ5b2s2OVhGdz09 Meeting ID: 815 1697 6250 Passcode: 141488 Description: An exploration of the AKCIS website, including how students/clients can create a profile and begin working with the interactive planning tools and assessments. This module covers the sections of Creating a Profile, four assessments, Reality Check, Interest Profiler, Learning Styles, Workplace Employability Skills, and using Resume Creator to develop a resume as well as Accessing Career and Educational Opportunities.</p>	E&T Staff
<p><u>Balancing Work & Being a Parent</u> A certificate is awarded to those completing all three. https://us02web.zoom.us/j/86330064105?pwd=YUVpZnVXNGtJaEZ2TTZVL1I5RitOQT09 Meeting ID: 863 3006 4105 Passcode: 169785 Part 1: <u>Help Me Train My Kids!</u> Ways to prepare for the next day of activities and rules and habits for homework and chores as well as age-appropriate chores for all ages. Part 2: <u>Parenting Life Hacks</u>- tips for better work-life balance, babysitting/child care, how to have your children assist with meal times, after school activities. How to be successful working and having time with your family. Part 3: <u>I Need Some "Me" Time!</u> How to find time for yourself and to spend time with family and friends without your child/ren. Setting boundaries with children and others to achieve this.</p>	Laura Ford
<p><u>Basic Microsoft Access 2019 (Parts 1-3)</u> A certificate is awarded to those who complete all 3 parts. https://us02web.zoom.us/j/83511430959?pwd=K0RqcFZHQzNDS2t0T0VTR1YxUk5HZz09 Meeting ID: 835 1143 0959 Passcode: 383062 Description: This course has instruction to review old skills to become more proficient at Access 2019 in order to take the Office Proficiency Assessment & Certification (OPAC) test for certification for Basic Access 2019. Nine Star offers this nationally recognized OPAC testing for free. There is use of GCFLearnfree as well as YouTube video instruction.</p>	E&T Staff
<p><u>Basic Microsoft Excel 2019 (Parts 1-3)</u> A certificate is awarded to those who complete all 3 parts. https://us02web.zoom.us/j/84864669538?pwd=QWlIVE5qZ2hUVEFSK3VHZzhidEdrdz09 Meeting ID: 848 6466 9538 Passcode: 354009 Description: This course has instruction to review old skills and become more proficient at Microsoft Excel 2019 in order to take the Office Proficiency Assessment & Certification (OPAC) test for certification for Excel 2019. Nine Star offers this nationally recognized OPAC testing for free. There is use of GCFLearnfree as well as YouTube video instruction.</p>	Laura Ford
<p><u>Basic MS PowerPoint & MS Outlook 2019</u> A certificate is awarded to those completing all three. https://us02web.zoom.us/j/84915538082?pwd=QnV4RE5nbCttTUprQVN0U0dtNzBidz09 Meeting ID: 849 1553 8082 Passcode: 164784 Description: Instruction and video clips to learn or become more proficient at Microsoft Basic PowerPoint and Microsoft Basic Outlook 2019. It is recommended (but not necessary) to bring a desktop/laptop/tablet with Word installed to the workshop to practice. If interested in more than the Nine Star certificate, you can also learn and take the Office Proficiency Assessment & Certification (OPAC) test for certification for Basic PowerPoint 2019 and Basic Outlook 2019. Nine Star offers this nationally recognized OPAC testing for free.</p>	Laura Ford

<p>Basic Microsoft Word 2019 (Parts 1-3)</p> <p>A certificate is awarded to those who complete all 3 parts. https://us02web.zoom.us/j/84388678121?pwd=QWlYaENaQl9HVk9jWm5oN0srVGR4UT09 Meeting ID: 843 8867 8121 Passcode: 060521</p> <p>Description: This course has instruction to review old skills to become more proficient at MS Word 2019 in order to take the Office Proficiency Assessment & Certification (OPAC) test for certification for Word 2019. Nine Star offers this nationally recognized OPAC testing for free. There is use of GCFLearnfree as well as YouTube video instruction.</p>	<p>Laura Ford</p>
<p>Building Resiliency Parts 1-3</p> <p>A certificate is awarded to those completing all three. https://us02web.zoom.us/j/87008931289?pwd=eIV5cVkJ2RHIPdDNOMysralRGcXhnQT09 Meeting ID: 870 0893 1289 Passcode: 160228</p> <p>Part 1: <u>What are Adverse Childhood Experiences?</u> What they are and how they can affect your health and life span as adults and how experiencing many ACEs leads to toxic stress. How to reduce the effects of ACEs and toxic stress are addressed.</p> <p>Part 2: <u>True Grit: How Much Resiliency Do I have?</u> – What resiliency is and that resilience is one of the most important traits to have, it is critical to happiness and success, and can be learned.</p> <p>Part 3: <u>Becoming Stronger and Tougher -How to Increase Your Resilience I-</u> Ways to build and develop coping skills and resiliency throughout our lives. The eight action strategies to develop resilience are discussed as well as a guest speaker.</p>	<p>Laura Ford</p>
<p>Carving Out Some Me Time Parts 1-3</p> <p>A certificate is awarded to those completing all three. https://us02web.zoom.us/j/88694354643?pwd=Z1h1eHJZUzAyUGtaRDNHcFdtZnRhZD09 Meeting ID: 886 9435 4643 Passcode: 616368</p> <p>Part 1: Importance of Alone Time & Self-Care Part 2: Finding Alone Time at Home Part 3: Self-Care Ideas and Hacks</p>	<p>E&T Staff</p>
<p>Computer & Email Files Organization</p> <p>https://us02web.zoom.us/j/88466574043?pwd=WXEvMXN4KzR4QmhsTFJDMjRPbFBnQT09 Meeting ID: 884 6657 4043 Passcode: 591186</p> <p>Description: When talking about file systems, a folder (also called directory or a catalog) is a way to organize computer files. A folder is a storage space or container where many files can be placed into groups and organize the computer. A folder can also contain other folders. Learn how to create folders on your desktop and e-mail. Keep them organized and learn how to make a computerized file cabinet.</p>	<p>E&T Staff</p>
<p>Conflict Resolution Parts 1-4</p> <p>A certificate is awarded to individuals completing all four. https://us02web.zoom.us/j/82266164388?pwd=Z2dURUw5Y0EzVllpckI5R2UvTDVWQT09 Meeting ID: 822 6616 4388 Passcode: 941570</p> <p>Part 1: Useful Strategies to Deal with Difficult People- How to understand and communicate better with coworkers, family, and friends and get along with people who react differently.</p> <p>Part 2: How Toxic People Impact Job Success - Recognizing a toxic relationship, how it affects them personally and at work, how it affects them from getting and keeping a job, and ways to change this. The 7 different types of toxic people are identified and strategies to deal with each type. 10 signs of a toxic work environment are explored and ways to disarm and deflect when interacting with a toxic coworker are discussed.</p> <p>Part 3: Problem-Solving at Work- The five steps to become solution-minded and the ways to convert problems into “projects.” Workplace problems of how to deal with bad communication and anger issues, the importance of communication on the job, gossip, job descriptions, attitude, cell phone use, and when to call in sick. Hacks for problem-solving are discussed.</p> <p>Part 4: Resolving Workplace Conflict & Anger at Work- how to overcome frustration and handle conflict at work, steps and strategies for resolving conflict, Anger management and managing emotions in the workplace, and advantages of controlling anger.</p>	<p>Laura Ford</p>

<p>Couponing https://us02web.zoom.us/j/85494588938?pwd=OG9mZm9SQWZQY2FiY05NejhXYmpRdz09 Meeting ID: 854 9458 8938 Passcode: Money Learn how to save money using new technology and techniques, as well as the old school methods. We'll be discussing clearance, paper coupons, apps and groceries. We will also cover planning for vacations, including plane tickets, rental cars and rooms.</p>	<p>Julie Fontenot</p>
<p>Creating the Life You Want Parts 1-3 A certificate is awarded to those completing all three. https://us02web.zoom.us/j/88486700907?pwd=L2NuMW5WbnB2ZEZsd2srMlIPK3BRdz09 Meeting ID: 884 8670 0907 Passcode: 036756 Part 1: <u>Reprogramming Your Mind and Actions</u> –How to overcome negative thoughts; what a productive mindset is and the advantages to adopting it and steps to developing a productive mindset, how to reset and learn ways to reprogram your thoughts AND actions to rewire your brain to be more productive; ways to cure laziness and stop wasting time. Part 2: <u>Making a Commitment to Change</u>- How to get started, make decisions, and steps to follow up with action to achieve change. Part 3: <u>Developing More Confidence</u>- How to use self-talk to improve self-esteem, finding the root cause of low self-confidence, steps to build confidence from several experts, and the benefits of boosting your confidence.</p>	<p>E&T Staff</p>
<p>Decision-Making Skills Parts 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/82628516032?pwd=M0wyZTZyMGxQZmY4MVI2T21jaG5jZz09 Meeting ID: 826 2851 6032 Passcode: 935418 Part 1: <u>Digital Media Reliability</u>- how to evaluate online information for reliability and tips for reading web pages. Part 2: <u>Problem Solving Skills</u>- problem-solving skills to master in the workplace, steps to creative problem-solving. Part 3: <u>How to Build Critical Thinking</u>- how to improve it and use it to find a new approach, the factors hindering critical thinking, brain teasers and applications to real-work situations, and four logical fallacies to avoid. Part 4: <u>Decision-Making Strategies</u>- The basics and steps to planning a decision, obstacles in decision-making, mental tricks to get your brain to think differently, four tools to use to make decisions.</p>	<p>Laura Ford</p>
<p>Digital Age and Professional Presence; D.A.P.P workshop Parts 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/82588464402?pwd=c1BjaGNGNHRadnViZGQ1eEtwVFBXUT09 Meeting ID: 825 8846 4402 Passcode: 651635 • Description: Social media, iPad kids, networking, OH MY! Join PART-1 of the D.A.P.P Workshops to learn about LinkedIn & how to present yourself online in a professional manner. (the NEW & IMPROVED Facebook?!) *FREE SITE, come ready to expand your professional presence into the interweb. It is MORE than just having a nice profile picture. • Description: INDEED, you CAN take advantage of your downtime while enjoying your favorite music. Join PART-2 of the D.A.P.P Workshops to learn about the passive-professional way to gain employment. *FREE SITE, learn the ins & outs of Indeed while exploring jobs that could be the next step you're looking for. The internet is the limit! • Description: Riddle me this...what is THE necessary evil of the job hunting world? The age-old & "dreaded" Cover Letter. Join PART-3 of the D.A.P.P Workshops to gain insight into how a single letter can boost your odds of getting hired. By the end of this section, attendees will hopefully understand crucial DOs & DON'TS when writing cover letters.</p> <p>Career Specialist</p>	<p>Ben T.</p>

<p>• Description: You have a MAXIMUM of 2 pages of paper to convince a company that YOU are the right fit, no pressure. Join PART-4 of the D.A.P.P Workshops to learn ALL the tips & tricks to "Sell Yourself to Success" on a single piece of paper. *Open to showcasing BEFORE & AFTER client samples if clients are open to the idea*</p>	
<p>Earning OPAC Certifications (Office Proficiency Assessment and Certification) https://us02web.zoom.us/j/2523996795?pwd=cHZKZUVUTHB2RkVBam16YWxvMXFpdz09. Meeting ID: 252 399 6795 Passcode: 6azIOH Description: OPAC software measures critical skills and abilities required in today's administrative and clerical positions. OPAC also provides specialized assessments for the legal, medical, and customer-service fields.</p>	<p>E&T Staff</p>
<p>Essentials of Positive Stability Parts 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/83936446959?pwd=SUhGM0E3STJCaGx5anFNclMyN2p3QT09 Meeting ID: 839 3644 6959 Passcode: 067331 Part 1: Positive Thinking for Success Part III- Overcoming negative thoughts and simple but powerful ways to raise your confidence. Part 2: Positive & Negative Coping Skills after COVID-19 Recognizing what positive and negative coping skills are, how to replace negative ones to have better attitude, self-care, and success. Part 3: Getting & Keeping a Job When Coping w/ Sadness/Grief/Anxiety- What depression, anxiety, and grief look like and identifying calming techniques and coping skills to manage and cope with it. Part 4: Building Support Systems to Achieve Financial and Personal Success How support systems provide mental, emotional, and practical support, as well as increase well-being, feeling happy, reduce stress and anxiety, and ability to cope in difficult times.</p>	<p>Laura Ford</p>
<p>Essentials of Positive Thinking Parts 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/88225893381?pwd=VFhrMUxPaFJNMk5TUG16NU1BOTdwQT09 Meeting ID: 882 2589 3381 Passcode: 047035 Part 1: <u>Positive Thinking for Success I</u>- Identifying areas of negativity and bad mental habits, where it came from as well as to get rid of it or replace it; Looking at ways to break negative thinking; How to identify things we are good at and like about ourselves; focusing on good things, using gratitude and humor, positive self-talk, spending time with positive people. Part 2: <u>Managing Emotions to Achieve Work & Personal Success</u> How emotions affect us and how to positively express them without suppressing or overreacting to emotions to have better relationships at work and home. Part 3: <u>How to Turn Self-Sabotage into Self-Improvement</u>- Identifying ways people hinder themselves personally and on the job by identifying patterns and learning how to change them. Part 4: <u>Positive Thinking for Success II</u>-Looking at the mindset and traits of high achievers and positive thinkers; the habits needed for positive thinking and how to break negative thinking; Identifying negative thinking patterns and how to stop them and replace them with more positive ones.</p>	<p>E&T Staff</p>
<p>Frugal Budgeting for Success Parts 1-5 A certificate is awarded to individuals completing all five. https://us02web.zoom.us/j/87261754369?pwd=OG1UUUhU0lRHM5dVBWdE9wN05VZz09 Meeting ID: 872 6175 4369 Passcode: 475800 Day 1: <u>A Penny Saved is a Penny Earned I</u> - Tips for reducing costs for housing, heating,</p>	<p>Laura Ford</p>

<p>electric, water and trash, cleaning supplies, car maintenance and replacement, insurance, travel, gas usage, taxes, options other than cable, internet, cell phone, and more. There is talk about things we can do without or reduce the costs of.</p> <p>Day 2: <u>A Penny Saved is a Penny Earned II</u>- Talk about things we can do without or reduce the costs of as well the habits of frugal people and causes of bad credit. Tips for reducing food costs as well as for animals, clothing, skin care, beauty services, medical, eye and dental care, taxes, funerals, Christmas gifts, how to get money back on card usage, and special occasions are discussed.</p> <p>Day 3: <u>Budgeting Basics</u>- An actual budget is gone over and how to have a balanced budget that includes savings no matter what your income is. 18 budgeting tips are thoroughly discussed and frugal tips to save money fast. Ways to turn things you are not using into cash and using a skill to have a second job or business are discussed.</p> <p>Day 4: <u>Budgeting to Achieve Future Goals</u>- Setting financial goals, credit reports and scores are discussed and how to improve credit scores. Emergency funds and savings, how to reduce debt, buying a house, paying cash for vehicles, retirement, as well as Roth or traditional IRAs are discussed.</p> <p>Day 5: <u>Ways to Save Money on Food & Stretch Your Grocery Budget</u>- Homemade and quick meals; tips and ways to prepare and plan ahead, apps to save money, links to frugal cookbooks/FB/YouTube, recipes for spice mixes and seasonings.</p>	
<p>GCFLearnFree.org Workshop https://us02web.zoom.us/j/88245669266?pwd=ZUIQNQVQwSTIKTDVvYmhrWmlFRlgvQT09 Meeting ID: 882 4566 9266 Passcode: 840778 Description: GCFLearnFree.org is a free online educational website focusing on technology, job training, reading, and math skills. The site is a program of Goodwill International of Eastern NC Inc. (GIENC) and the Goodwill Community Foundation Inc.</p>	<p>E&T Staff</p>
<p>Goal Setting Parts 1-3 A certificate is awarded to those completing all three. https://us02web.zoom.us/j/86088141721?pwd=WjB6N21KNmgweVRhRExMTnR0bGFvUT09 Meeting ID: 860 8814 1721 Passcode: 242324 Part 1: <u>Positive Thinking for Success</u>- Identifying areas of negativity and bad mental habits, where it came from as well as to get rid of it or replace it; Looking at ways to break negative thinking; How to identify things we are good at and like about ourselves; focusing on good things, using gratitude and humor, positive self-talk, spending time with positive people. Part 2: <u>I Want More!!</u> – Where do you want to go and how will you get there? Identifying short, intermediate, and long-term goals. Part 3: <u>How to Turn Self-Sabotage into Self-Improvement</u>- Identifying ways people hinder themselves personally and on the job by identifying patterns of self-sabotage and learning how to change them.</p>	<p>Laura Ford</p>
<p>Having a Fantastic Interview Part 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/89237229655?pwd=R0s3bUZyTXJDa0Q4bXJGSmpDb0JLdz09 Meeting ID: 892 3722 9655 Passcode: 731877 Part 1: <u>Calming the Interview Jitters</u> (Lindsay) Tips to boost your confidence, calm those pesky nerves and prepare you for successful interviews. Part 2: <u>How to Market Yourself for Employment</u>- Things to consider for resume/cover letter as well as how to sell yourself in an interview and which questions you need to “sell yourself;” how you carry yourself and word choices to putting your strengths on display during an interview; ways (and ways not to) ask for the job during an interview; steps to approach interviewing like a marketing challenge; how to be more confident in interviews and tips for the modest/shy. Part 3: <u>Interview Skills I</u>- How to prepare the day before the interview, ways to calm interview nerves, 10 things you should never say in a job interview, and follow up thank you note/email are discussed; 16 interview questions are gone over and discussed and a video of the top seven interview questions and answers are watched and discussed. Part 4: <u>Interview Skills II</u>-The six most difficult interview questions and how to answer them; tips for a successful interview and crucial tips for interviews; videos for the most asked interview questions and answers.</p>	<p>Laura Ford</p>

<p>Healthy Meal Planning on a Budget https://us02web.zoom.us/j/85944491447?pwd=WGNmNFhMTzFTellJcmVLdUtudi9TZz09 Meeting ID: 859 4449 1447 Passcode: 381837 Description Learn how to prepare healthy, delicious and budget friendly meals. Get information on shopping, meal planning, use of leftovers and more.</p>	<p>Luis Martinez</p>
<p>How to Find a Career Path Parts 1-3 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/82965544983?pwd=OC9UT2lwSFkxNkhQ2pOajlWOXErdz09 Meeting ID: 829 6554 4983 Passcode: 658344 Part 1: How to choose the right career path and the steps to decide what to do career wise. Three questions to ask yourself and a Harvard Business School exercise is done in class to find the perfect career. Alaska Computer Information Systems (AKCIS) is discussed so that they can contact their CDC mentor and do their career cluster inventory for homework. Part 2: Why choose vocational training and the different types of career training and trade schools are available and examples of dozens of vocational careers are gone over. Most of the trade schools available are discussed as well as trade schools for women and the top 30 trades/vocational careers that pay well and their hourly rate are discussed. Part 3: The four steps to choosing a career are explored and the 9 steps to prepare your career path are identified and gone over. What is a career path and how to create a career path are explored. The three big steps to a career plan are discussed and a dozen examples of different careers and how to break each one down into steps on the path of the chosen career field.</p>	<p>Laura Ford</p>
<p>How to Make a Career Change Parts 1-3 A certificate is awarded to individuals completing all three. https://us02web.zoom.us/j/88171084141?pwd=cEcwZ05PaDFTeUd0TGJ0QnpkUXk3dz09 Meeting ID: 881 7108 4141 Passcode: 595527 Part 1: <u>Career Change Tips</u>- things to consider when changing careers and career change tips and special categories of career changers are discussed. The career trends to do multiple careers throughout a lifetime are explored as well as finding a purpose, being challenged, and finding a healthy workplace. Part 2: <u>Reentering the Workforce</u>- Being out of the workforce for extended periods can be detrimental to securing employment. How to explain gaps in employment in an interview and what to say on a cover letter about them is crucial. Tips for success and how to approach this change are discussed as well as its benefits and drawbacks. Part 3: <u>Making a Career Plan</u>- Developing a career change plan and nine proven steps and discussed when changing careers as well as celebrities who made successful career changes. Job crafting, networking, career training, and finding a mentor are discussed when changing careers.</p>	<p>Laura Ford</p>
<p>Importance of Vocational Training Parts 1-3 A certificate is awarded to individuals completing all three. https://us02web.zoom.us/j/86703810315?pwd=RXlWc1BvUFVLQ0ltQIBNNHE3bzRQZz09 Meeting ID: 867 0381 0315 Passcode: 699775 Part 1: <u>Why Choose Trade/Vocational Education?</u> What vocational training is as well as education is explored. The reasons to choose vocational education are addressed. The five reasons vocational education is so important and why vocational training is needed to develop your career. Why college may not be the correct career path for everyone and</p>	<p>Laura Ford</p>

<p>learning a trade is optimal.</p> <p>Part 2: <u>The Most In-Demand Trades/Workforce Training Opportunities</u>- The high-demand vocational jobs in Alaska and the top 30 trades/vocational careers that pay well and their hourly rate. Workforce training in Anchorage is addressed and the top trades that are in demand in Alaska. How to follow your passion and make a training plan and goals for your education/future</p> <p>Part 3: <u>Vocational Careers and Apprenticeships/Training in Anchorage</u>- the different types of career training and trade schools are available in the Anchorage area and examples of dozens or vocational careers. Apprenticeship programs and vocational training in the Anchorage area are identified. Ways to get grants and scholarships and financial aid is discussed</p>	
<p>Increasing Efficiency Parts 1-5</p> <p>A certificate is awarded to those completing all five.</p> <p>https://us02web.zoom.us/j/85440782986?pwd=tjC8FwigjACs6CLCaxiqISEbVRLaf6.1</p> <p>Meeting ID: 854 4078 2986 Passcode: 150216</p> <p>Part 1: <u>Have a Productive Mindset</u>- What it is and the 12 ways to enjoy the process, rewiring your brain for productivity, benefits and advantages of a positive mindset, steps to developing productive mindset, and ways to increase productivity at work</p> <p>Part 2: <u>How to Beat Procrastination</u>- Benefits of procrastination and reasons it can destroy you, how to break the cycle, 3 steps to managing your time and life, and 11 best productivity apps.</p> <p>Part 3: <u>How to Manage Your Time</u>- philosophy of time management, tips to manage time, important vs. urgent & important, how to start your day, and traits of successful people.</p> <p>Part 4: <u>Staying Motivated</u>- Two types of motivation and how to develop it at work, Ways to motivate yourself at work, ways to set yourself up for the week, ways to motivate when things are not so good.</p> <p>Part 5: <u>Ways to Stop People Pleasing and Productivity Hacks</u>- What people pleasing is and its consequences to your life and your work; ways to set boundaries and other ways to stop people pleasing; time management tips for working moms, 10 productivity hacks for working single parents, how to time block and scheduling hacks for parents.</p>	<p>Laura Ford</p>

Increasing Workplace Skills Parts 1-5

A certificate is awarded to those completing all five.

<https://us02web.zoom.us/j/84222577565?pwd=UEN6ZzdmTjJRbUpHZ2lLaGVNdHBLUT09>

Meeting ID: 842 2257 7565 **Passcode:** 064863

Part 1: Workplace Basics & Digital Communication Skills- Things to prepare for the first day of work including understanding your paycheck, workplace safety, taking time off, and organizing your workstation. E-Mail etiquette including what and what not to send/post is discussed.

Part 2: Job Success Techniques and Adapting to Change - Techniques to adapt to change, the joy of learning, and job success skills.

Part 3: Business and Workplace Communication- the components of effective communication, power of body language, eye contact, & personal space; ways to improve your communication skills at work, and overcoming phone anxiety.

Part 4: Diversity & Harmony in the Workplace- Understanding how people of color, women, older people, immigrants, those with mental health, cognitive/developmental issues, and medical health disabilities suffer in the workplace in addition to others (gender identity, sexual orientation). How discrimination and harassment affect certain groups and how to address it if it happens.

Part 5: Beliefs Holding Us Back & Pursuing Happiness in the Workplace- how negative beliefs in our heads holds us back in the workplace creating fear and self-doubt and how to stop these beliefs that are limiting us, & ways to cure unhappiness and boredom by building relationships. How to identify your core values and infuse them and your strengths into your job and other ways to find or create joy at work.

Laura Ford

<p>Introduction to Computers</p> <p>A certificate is awarded to those completing all four. https://us02web.zoom.us/j/85759683170?pwd=VFpobWVMYmtvbXV5SGE2UTFUMndWQT09 Meeting ID: 857 5968 3170 Passcode: 699709</p> <p>Part 1: <u>What is a computer and its basic parts</u>- Specialized computers, servers, introduction to buttons and ports on a computer, differences between laptop and desktop and mobile devices.</p> <p>Part 2: <u>Understanding Computer Applications & Setting up Desktop Computer</u>- 9 steps to setting up a computer, operating systems of MS Windows and macOS. Types of internet service, modem and router are discussed. Other things like email and social media are discussed.</p> <p>Part 3: <u>What is the Cloud and How to Protect Your Computer</u>- FaceBook, Google Docs. Viruses, and malware are addressed. How to back up your computer, safe workplace and how to clean your computer</p> <p>Part 4: <u>Solving Problems & Learning a New Program</u>- saving files to the Cloud, flash or Google Drive and OneDrive. A computer Basics Quiz is done with the whole class to check knowledge level.</p>	<p>Laura Ford</p>
<p>Job Hunting Basics Parts 1-4</p> <p>A certificate is awarded to those completing all four. https://us02web.zoom.us/j/89241169482?pwd=ZU1KWUNHSINGaFFHbFB1Wm5XMUs2UT09 Meeting ID: 892 4116 9482 Passcode: 639323</p> <p>Part 1: <u>Online application and cover Letters</u>- Various websites to find jobs are discussed, the hot jobs listing at the Nine Star website, how to do online applications, and how to do cover letters are discussed.</p> <p>Part 2: <u>How to Build an Amazing Resume</u>- Ways to format resumes, how to include an objective sections (if wanted), identifying the summary of qualifications and how to incorporate the “success or soft skills” verbiage that employers are looking for and any awards or achievements that you want highlighted; ways to succinctly put work experience on your resume that is different than the narrative that is put into the online application; chronological resume verses pulling out relevant work experience to the top; sample resumes will be looked as well as a templates for resumes to better showcase self for better opportunities to get an interview.</p> <p>Part 3: <u>Soft Skills: How to Use Them</u>- top soft skills list and examples, the most popular soft skills to use on your resume in customer service, healthcare, digital marketing, management, education, sales, design, accounting, business analytics, & web development as well as tips to listing soft skills on your resume and using them in an interview.</p> <p>Part 4: <u>Make an Impression</u> (Lindsay) Get it right the first time - maximize your \$\$\$'s while building an awesome work wardrobe!</p>	<p>Laura Ford</p>
<p>Practicing Employment Skills at Home Parts 1-3</p> <p>A certificate is awarded to those completing all three. https://us05web.zoom.us/j/89734548915?pwd=EmOndVEbugsl24VRtxp4blEOjdjp54.1 Meeting ID: 897 3454 8915 Passcode: pesh2023</p> <p>Description: Learn to strategize how you can effectively work on the job site.</p> <p>Part 1: <u>Personal Qualities & Abilities</u></p> <p>Part 2: <u>Interpersonal Skills</u></p> <p>Part 3: <u>Professional Competency</u></p>	<p>Sharon Pulou-Isaako</p>
<p>Sanitation in the Kitchen Basics</p> <p>https://us02web.zoom.us/j/82966070386?pwd=UHHJ5cm9uMUxwSjdPNjRSQzhuQ1l0dz09 Meeting ID: 829 6607 0386 Passcode: 004930</p>	<p>Luis Martinez</p>

<p>Description: How to have good hygiene and sanitation in the kitchen to prevent foodborne illness.</p>	
<p>Successful Skills for Work Part 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/81338131553?pwd=Z1gvd1gxMFRjYUFlVWVvejJRdkJVdz09 Meeting ID: 813 3813 1553 Passcode: 269764 Part 1: <u>Skills Employers are Looking For</u>- The internal soft skills and a few hard skills job recruiters and employers are looking for as well as tips on communication and e-mail etiquette. Part 2: <u>Effective Communication in the Workplace</u>- What good communication is and how to improve teamwork, decision-making, and to reduce frustration between staff and their supervisor/coworkers. Part 3: <u>Problem-Solving at Work</u>- The five steps to become solution-minded and the ways to convert problems into “projects.” Workplace problems of how to deal with bad communication and anger issues, the importance of communication on the job, gossip, job descriptions, attitude, cell phone use, and when to call in sick. Hacks for problem-solving are discussed. Part 4: <u>Successful Work Habits</u>- ways to prepare the night before physically and mentally (goal setting) for the next day of work, how to develop a great work ethic, 7 habits of highly effective employees, 27 tips for a successful career, and the daily habits of successful people are examined.</p>	<p>Laura Ford</p>
<p>Tips to Declutter & Organize Your Home Parts 1-3 A certificate is awarded to those who complete all 3 parts. https://us02web.zoom.us/j/86186697643?pwd=NDZqU0dwZDE5NkU3bnJUS2RaZzl2dz09 Meeting ID: 861 8669 7643 Passcode: 372102 Part 1: <u>Getting Rid of Things You Don't Need</u>- tips to declutter and get rid of the things we don't actively use or wear and to donate usable items and throw out broken and unrepairable things. Getting rid of projects and food items you have not used yet and keeping sentimental items to a minimum so that organization can be started. Part 2: <u>Ways to Organize Bills/Paperwork, Kitchen, Bedrooms</u> These areas are the focus with tips and videos on how to organize the home. Part 3: <u>Ways to Organize Storage, Living Areas, Bathrooms</u> These rooms in particular are discussed in detail as well as videos on how to organize the whole home.</p>	<p>Laura Ford</p>
<p>Vocational Ed Platform Training for Job Seekers https://us02web.zoom.us/j/2523996795?pwd=cHZKZUVUTHB2RkVBam16YWxvMXFpdz09 Meeting ID: 252 399 6795 Passcode: 6azlOH Description: It explores several vocational-education platforms and exposes attendees to all platforms located at the Alaska Jobs website. All platforms are free and available 24/7 online. You learn certified skills, which can be listed on a resume and make you more employable.</p>	<p>Steve Miller</p>

<p>Ways to Deal with Toxic People</p> <p>A certificate is awarded to those completing all four. https://us02web.zoom.us/j/87407880699?pwd=ejVmL3lLVmtldFZUYy9NVDVEb21Cdz09 Meeting ID: 874 0788 0699 Passcode: 274955</p> <p>Part 1: <u>How Toxic People Impact Job Success I</u>- Recognizing a toxic relationship, how it affects them personally and at work, how it affects them from getting and keeping a job, and ways to change this. The 7 different types of toxic people are identified and strategies to deal with each type. 10 signs of a toxic work environment are explored and ways to disarm and deflect when interacting with a toxic coworker are discussed.</p> <p>Part 2: <u>How Toxic People Impact Job Success II</u>-10 signs of a toxic work environment are discussed and 15 toxic traits to look out for and avoid at work are gone over and solutions to deal with each of the 15 traits at work. The common types of difficult co-workers and 35 ways to help deal with difficult coworkers are gone over.</p> <p>Part 3: <u>Essential Workplace Boundaries to Get & Keep a Job</u>- Discussion of good and bad workplace boundaries in prior jobs and how to establish them prior to employment and after to have workplace success and be more successful and less frustrated at work; How boundaries in personal life can affect workplace success in getting a job & keeping a job.</p> <p>Part 4: <u>How to Deal with Toxic People in Personal Life</u>- The warning signs of a toxic relationship as well as the signs of a toxic person are discussed. A toxic family and signs of this are gone over also. Ways to disarm toxic people, examples how the toxic person deflects attention and how to respond, and additional ways to deal with toxic people are addressed. Ways to decide to end a toxic relationship by letting them go are discussed.</p>	<p>Laura Ford</p>
<p>Work Services Orientation (Note: This orientation is for ATAP Clients only.)</p> <p>At Nine Star's 5th Ave. location (125 W. 5th Ave.) unless arranged by your case manager or career coach.</p> <p>https://us02web.zoom.us/j/82471891983?pwd=YUkrWVhndFdaTW5EdCtDMmp5dlJVQT09 Meeting ID: 824 7189 1983 Passcode: 267315</p> <p>Description: This course gives detailed descriptions of the overall Work Services Program covering Employment and Training, Adult Education, Family Literacy, Management Training.</p>	<p>Sharon Pulou-Isaako</p>
<p>WorkKeys Testing:</p> <p>WorkKeys tests measure foundational Math and Reading skills needed for workplace success.</p> <p>Testing is on Tuesdays from 1:00 pm to 4:00 p.m.</p> <p>This is by appointment only, (339-0881 or 744-7586), at Nine Star's I Street location (730 I Street).</p>	<p>Steve Miller</p>