

December- 2023 - CDC-TaST Workshops

CAREER DEVELOPMENT CENTER CALENDAR

Classes and Workshops are **INTERACTIVE ZOOM** presentations with topics intended to enhance life and job readiness skills.

Workshops are 1 hour unless shown otherwise. **CDC /TaST Daily Check-Ins Zoom Links are given by staff. CALENDAR**

SUBJECT to CHANGE. Please call 907-644-8259 and ask for Sharon or James.

Monday	Tuesday	Wednesday	Thursday	Friday
		Nov. 29	Nov. 30	1
		Frugal Budgeting P3- 10:15-11:30am Having a Fantastic Interview Part 2- 12:00-1:15 p.m. Basic MS PowerPoint & Outlook Part 2- 2:00-3:15 pm	Frugal Budgeting P4- 10:15-11:30am Having a Fantastic Interview Part 3- 12:00-1:15 p.m. Basic MS & PowerPoint & Outlook Part 3- 2:00-3:15 pm	Frugal Budgeting P5-10:15-11:30am
4	5	6	7	8
	Work Services Orientation (ATAP Job Seekers only) 10:45 am– 12:45 pm GCFLearnFree.org Workshop 11am-12pm WorkKeys Testing 1:00-4:00 pm (By Appointment Only)	Resiliency 2:00-3:00 pm	Computer & Email File Organization 11am-12:00 pm	
11	12	13	14	15
	Computer & Email File Organization 11am-12:00 pm WorkKeys Testing 1:00-4:00 pm (By Appointment Only) Work Services Orientation (ATAP Job Seekers only) 3:00 pm – 4:45 pm	Resiliency 2:00-3:00 pm	Healthy Meal Planning on a Budget: 11:00-12:00 pm Earning OPAC Certifications: 2:00 pm – 3:00 pm	
18	19	20	21	22
Holiday Couponing 2:00-3:00pm	Sanitation in the Kitchen 11am-12:00 pm Work Services Orientation (ATAP Job Seekers only) 10:45 am– 12:45 pm WorkKeys Testing (By Appointment Only) 1:00 pm – 4:00 pm	Resiliency 2:00-3:00 pm	Computer & Email File Organization 11am-12:00 pm	OFFICE CLOSURE @ 12 pm Xmas Eve Holiday Observed 
25	26	27	28	29
CHRISTMAS HOLIDAY CLOSURE 	WorkKeys Testing 1:00-4:00 pm (By Appointment Only) Work Services Orientation (ATAP Job Seekers only) 3:00 pm – 4:45 pm	Resiliency 2:00-3:00 pm	Quick Meals & Leftovers 11:00am-12:00pm Holiday Couponing 12:00-1:00pm Vocational Education Training 2 pm-3 pm	OFFICE CLOSURE @ 12 pm New Year's Eve Observed 

Zoom Links & Workshop Descriptions (not every class is offered every month)	Instructor
<p align="center">CDC/TaST Daily Check-In Zoom</p> <p>Career Development Center (CDC) & Technology and Skills Training (TaST)</p> <p>https://us02web.zoom.us/j/88576568490?pwd=MmErczVKMTVhN0xtdGITRm40K1RqZz09 Meeting ID: 885 7656 8490 Passcode: 903208 --- One tap mobile +12532050468,,88576568490# US (call in option)</p>	Employment & Training Team
<p>Alaska Career Information System (AKCIS) for Job Seekers</p> <p>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 and Accessing Career and Educational Opportunities.</p>	Career Specialist
<p>Balancing Work & Being a Parent 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>	Career Specialist
<p>Basic Microsoft Access 2019 (Parts 1-3) 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 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>	Career Specialist
<p>Basic Microsoft Excel 2019 (Parts 1-3) A certificate is awarded to those who complete all 3 parts. https://us02web.zoom.us/j/84864669538?pwd=QWIIVE5qZ2hUVEFSK3VHZzhidEdrdz09 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>	Career Specialist

<p>Basic MS PowerPoint & MS Outlook 2019 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>	<p>Career Specialist</p>
<p>Basic Microsoft Word 2019 (Parts 1-3) A certificate is awarded to those who complete all 3 parts. https://us02web.zoom.us/j/84388678121?pwd=QWlyeENaQ9i9HVk9jWm5oN0srVGR4UT09 Meeting ID: 843 8867 8121 Passcode: 060521 Description: This course has instruction to review old skills 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>Career Specialist</p>
<p>Budgeting Basics Parts 1-2 A certificate is awarded to those completing both 2-hour classes. https://us02web.zoom.us/j/83170033391?pwd=VkJQ1dVdkeG5Qd3V2dW9VV0FJcXJhZz09 Meeting ID: 831 7003 3391 Passcode: 484674 Description: 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. Setting financial goals, credit reports and scores are discussed and how to improve credit scores. Emergency fund and savings, how to reduce debt, paying cash for vehicles.</p>	<p>Career Specialist</p>
<p>Building Resiliency Parts 1-3 A certificate is awarded to those completing all three. https://us02web.zoom.us/j/87008931289?pwd=eV5cVk2RHIPdDNOMysralRGcXhnQT09 Meeting ID: 870 0893 1289 Passcode: 160228 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. 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. 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>Career Specialist</p>
<p>Career Mapping Parts 1-4 A certificate is awarded to those completing all four. https://us02web.zoom.us/j/86247371394?pwd=NFgwTmptDL2srVC9FQUxWWlpmek16Zz09 Meeting ID: 8624737 1394 Passcode: 671809 Description: Are you ready to map out the next step in your career? This 4-part series teaches you how to follow your strengths as guideposts, and helps you map out potential career and educational path options so you can get moving—</p>	<p>Employment & Training Coordinator</p>

<p>even if all you know right now is where you DON'T want to be.</p> <p>Part 1: <u>Discover Your Strengths</u></p> <p>Part 2: <u>Map Out Potential Career Paths</u></p> <p>Part 3: <u>Create a Network Strategy</u></p> <p>Part 4: <u>Go Deeper One-on-One</u></p>	
<p>Carving Out Some Me Time Parts 1-3 A certificate is awarded to those completing all three.</p> <p>https://us02web.zoom.us/j/88694354643?pwd=Z1h1eHJZUzAyUGtaRDNHcFdtZnRhZD09</p> <p>Meeting ID: 886 9435 4643 Passcode: 616368</p> <p>Description: This three-part series spent time explaining what self-care and alone time is as well as how important it is to everyone's mental and physical health, especially if they are a parent and have limited time and/or resources. Ways to find alone time or self-care was examined as a process and that exercise, sleep, hygiene, and proper eating are a few of the ways that we take care of ourselves. Additional ways to find alone time with the child(ren) are in the home are examined and ways to do self-care with your children. Ways to get out of the house alone and spent time with others and by oneself was discussed.</p>	<p>Career Specialist</p>
<p>Computer & E-mail File Organization</p> <p>https://us02web.zoom.us/j/88466574043?pwd=WXEVMXN4KzR4QmhsTFJDMjRpbFBnQT09</p> <p>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 desk top and e-mail. Keep them organized and learn how to make a computerized file cabinet.</p>	<p>Career Specialist</p>
<p>Conflict Resolution Parts 1-4 A certificate is awarded to individuals completing all four.</p> <p>https://us02web.zoom.us/j/82266164388?pwd=Z2dURUw5Y0EzVllpckI5R2UvTDVWQT09</p> <p>Meeting ID: 822 6616 4388 Passcode: 941570</p> <p>Part 1: <u>Useful Strategies to Deal with Difficult People</u>- How to understand and communicate better with coworkers, family, and friends and get along with people who react differently.</p> <p>Part 2: <u>How Toxic People Impact Job Success</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 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.</p> <p>Part 4: <u>Resolving Workplace Conflict & Anger at Work</u>- 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>Career Specialist</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=L2NuMW5WbnB2ZEZsd2srMIIPK3BRdz09 Meeting ID: 884 8670 0907 Passcode: 036756</p> <p>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.</p> <p>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.</p> <p>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>Career Specialist</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</p> <p>Part 1: <u>Digital Media Accuracy</u>- how to evaluate online information for reliability and tips for reading web pages. Different ways to see if it is opinion or scientific as well as scams to sell a product.</p> <p>Part 2: <u>Problem Solving & Critical Thinking Skills</u>- problem-solving skills to master in the workplace and steps to creative problem-solving. How to improve critical thinking skills 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.</p> <p>Part 3: <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, and many tools to use to make decisions.</p> <p>Part 4: <u>Overcoming Analysis Paralysis</u>- Why making decisions can be difficult, and the reasons we avoid doing so. How our dreams can be stopped by indecision and ways to assist this process. Inspirational Ted Talks and videos are used to help overthinking and start doing.</p>	<p>Career Specialist</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</p> <p>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>N2L Education & Employment Liaison</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</p> <p>Part 1: <u>Positive Thinking for Success Part III</u>- Overcoming negative thoughts and simple but powerful ways to raise your confidence.</p> <p>Part 2: <u>Positive & Negative Coping Skills after COVID-19</u> Recognizing what positive and negative coping skills are, how to replace negative ones to have better attitude, self-care, and success.</p> <p>Part 3: <u>Getting & Keeping a Job When Coping w/ Sadness/Grief/Anxiety</u>- What depression, anxiety, and grief look like and identifying calming techniques and coping skills to manage and cope with it.</p> <p>Part 4: <u>Building Support Systems to Achieve Financial and Personal Success</u> How support systems provide mental, emotional, and practical support, as well as increase well-being, feeling happy, reduce stress and anxiety, and ability to</p>	<p>Career Specialist</p>

cope in difficult times.	
<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</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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>	Career Specialist
<p>Frugal Budgeting for Success Parts 1-5 A certificate is awarded to individuals completing all five. https://us02web.zoom.us/j/87261754369?pwd=OG1UUGhmU0IkRHM5dVBWdE9wN05VZz09 Meeting ID: 872 6175 4369 Passcode: 475800</p> <p>Day 1: <u>A Penny Saved is a Penny Earned I</u> - Tips for reducing costs for housing, heating, 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 fund 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, and ways to save money.</p>	Career Specialist
<p>GCFLearnFree.org Workshop https://us02web.zoom.us/j/88245669266?pwd=ZUIQNVQwSTIKTDVvYmhrWmlFRlgvQT09 Meeting ID: 882 4566 9266 Passcode: 840778</p> <p>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>	Career Specialist

<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.</p>	Career Specialist
<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> 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 your 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>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>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 Career Coach 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 or 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 a career path is and how to create a career path are explored. The three big steps to a career plan are</p>	

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.	
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>Holiday Couponing! https://us06web.zoom.us/j/85494588938?pwd=5IHLhO0hSvX0b6LDDsxl4RnUBwiqYj.1 Meeting ID: 854 9458 8938 Passcode: Coupon Description: Ways to save money for holiday shopping for yourself and others. Online shopping and apps will be discussed as well as many other techniques and ways to combine and stack savings.</p>	Career Coach

<p>Importance of Vocational Training Parts 1-3 A certificate is awarded to individuals completing all three. https://us02web.zoom.us/j/86703810315?pwd=RXIWc1BvUFVLQ0ltQIBNNHE3bzRQZz09 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 learning a trade is optimal. 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 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>	Career Specialist
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------

<p>Increasing Efficiency Parts 1-5 A certificate is awarded to those completing all five. https://us02web.zoom.us/j/85440782986?pwd=tjC8FwigjACs6CLCaxiqISEbVRLaf6.1 Meeting ID: 854 4078 2986 Passcode: 150216 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 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. 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. 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>	Career Specialist
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------

<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>Increasing Workplace Skills Parts 1-5 A certificate is awarded to those completing all five. https://us02web.zoom.us/j/84222577565?pwd=UEN6ZzdmTjJRbUpHZ2ILajVNdHBLUT09 Meeting ID: 842 2257 7565 Passcode: 064863</p> <p>Part 1: <u>Workplace Basics & Digital Communication Skills</u>- 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.</p> <p>Part 2: <u>Job Success Techniques and Adapting to Change</u> - Techniques to adapt to change, the joy of learning, and job success skills.</p> <p>Part 3: <u>Business and Workplace Communication</u>- 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.</p> <p>Part 4: <u>Diversity & Harmony in the Workplace</u>- 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.</p> <p>Part 5: <u>Beliefs Holding Us Back & Pursuing Happiness in the Workplace</u>- 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.</p>	<p>Career Specialist</p>
<p>Introduction to Computers 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>Career Specialist</p>

<p>Job Hunting Basics Parts 1-4 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> Get it right the first time - maximize your \$\$\$'s while building an awesome work wardrobe!</p>	<p>Career Specialist</p>
<p>Practicing Employment Skills at Home Parts 1-3 A certificate is awarded to those completing all three. https://us02web.zoom.us/j/82810275061?pwd=WjJ6MVRNWWJwZIBDMkMzWjRxOHJFUT09 Meeting ID: 828 1027 5061 Passcode: 978355</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>Employment & Training Coordinator</p>
<p>Public Speaking Mondays Parts 1-4 A certificate is awarded to those completing all five. ONLY in person at Employment & Training Lab @ Nine Star 125 W. 5th Avenue Anchorage, AK 99501</p> <p>Description: Would you like to learn how to speak in front of two or 200 individuals? Let’s learn together how to understand the “art of public speaking” and how to “become a better communicator!”</p>	<p>Employment & Training Coordinator</p>
<p>Resiliency https://us02web.zoom.us/j/86996267394?pwd=cSt6UHHGOVZ1bFUzYIBYbnBnODlyQT09 Meeting ID: 869 9626 7394 Passcode: 791191</p> <p>Description: Learn to have the ability to know where, how, and when to use your energies to improve things for yourself and how to recruit help in that endeavor.</p>	<p>Career Coach</p>
<p>Spending & Saving:Frugal Budgeting for Success Parts 1-5 A certificate is awarded to individuals completing all five. https://us02web.zoom.us/j/87261754369?pwd=OG1UUGhmU0lkRHM5dVBWdE9wN05VZz09 Meeting ID: 872 6175 4369 Passcode: 475800</p> <p>Day 1: <u>A Penny Saved is a Penny Earned I</u> - Tips for reducing costs for housing, heating, 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 fund 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, and ways to save money.</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=Z1gvd1gxMFRjYUFuWmVvejJRdkJVdz09 Meeting ID: 813 3813 1553 Passcode: 269764</p> <p>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.</p> <p>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.</p> <p>Part 3: <u>Problem-Solving at Work</u>- The five steps to become solution-minded and the ways to convert problems into “projects.” Work place 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: <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>Career Specialist</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------

<p>Tips to Declutter & Organize Your Home Parts 1-3 A certificate is awarded to those complete all 3 parts. https://us02web.zoom.us/j/86186697643?pwd=NDZqU0dwZDE5NkU3bnJUS2RaZzl2dz09 Meeting ID: 861 8669 7643 Passcode: 372102</p> <p>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 useable item 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.</p> <p>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.</p> <p>Part 3: <u>Ways to Organize Storage, Living Areas, Bathrooms</u> These room in particular are discussed in detail as well as videos on how to organize the whole home.</p>	<p>Career Specialist</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------

<p>Vocational Education Training https://us02web.zoom.us/j/2523996795?pwd=cHZKZUVUTHB2RkVBam16YWxvMXFpdz09 Meeting ID: 252 399 6795 Passcode: 6aziOH</p>	<p>N2L Education & Employment Liaison</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------

<p>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>Ways to Deal with Toxic People A certificate is awarded to those completing all four. https://us02web.zoom.us/j/87407880699?pwd=ejVmL3lLVmtLdFZUYy9NVDVEb21Cdz09 Meeting ID: 874 0788 0699 Passcode: 274955 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. 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 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. 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. Part 4: <u>How to Deal with Toxic People in Personal Life-</u> The warning signs of a toxic relationship as well and the sign 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>Career Specialist</p>
<p>Work Services Orientation <i>(Note: This orientation is for ATAP Clients only.)</i> At Nine Star's 5th Ave. location (125 W. 5th Ave.) unless arranged by your case manager or career coach. Invitation Only Description: This course gives detailed descriptions of the overall Work Services Program covering Employment and Training, Adult Education, Family Literacy, Management Training.</p>	<p>Employment & Training Team</p>
<p>WorkKeys Testing: WorkKeys tests measure foundational Math and Reading skills needed for workplace success. Testing is on Tuesdays from 1:00 pm to 4:00 p.m. This is by appointment only, (339-0881 or 615-0474), at Nine Star's I Street location (730 I Street).</p>	<p>N2L Education & Employment Liaison and Employment & Training Coordinator</p>