EMPLOYMENT & TRAINING (E&T) TEAM

CDC & TaST Workshops/Classes

Themed Topic for: April 2025

"Work Readiness Portfolio & Certification"

MON	TUE	WED	THU	FRI
E&T INTAKE DAYS: MON & WED 9AM-11AM IN-PERSON	**1** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: AKCIS - INTEREST PROFILER ~ 10AM WORK SERVICES ORIENTATION	**2** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: AKCIS - LEARNING SURVEY & WORKPLACE EMPLOYABILITY SKILLS	**6** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: ACKIS - CAREER CLUSTER	**7** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: WEEKLY DEBRIEFINGS
7 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: AKCIS - REALITY CHECK	**8** 9AM POWER HOUR (WS ONLY) AM & PM WORKSHOPS: PORTFOLIO POLISH ~ 10AM WORK SERVICES ORIENTATION *LIVE MOCK INTERVIEWS ALL WEEK*	**9** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: RESUME-MASTER *LIVE MOCK INTERVIEWS ALL WEEK*	**10** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: RESUME-FUNCTIONAL *LIVE MOCK INTERVIEWS ALL WEEK*	**11** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: WEEKLY DEBRIEFINGS
14 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: COVER LETTER - DRAFT	**15** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: PORTFOLIO POLISH ~ 10AM WORK SERVICES ORIENTATION	**16** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: AKJOBS	**17** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: LINKEDIN	**18** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: WEEKLY DEBRIEFINGS
21 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: THE JOB SEARCH PROCESS SERIES	**22** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: THE JOB SEARCH PROCESS SERIES ~ 10AM WORK SERVICES ORIENTATION	**23** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: THE JOB SEARCH PROCESS SERIES	**24** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: THE JOB SEARCH PROCESS SERIES	**25** 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: WEEKLY DEBRIEFINGS
28 9AM POWER HOUR (WS ONLY) ~ AM & PM WORKSHOPS: RESEARCH EMPLOYERS & APPLY TODAY!	**29** **MOCK INTERVIEW SUPER SESSION EVENT @ E&T LAB!**	**30** **EMPLOYER RECRUITMENT SPRING EDITION EVENT @ E&T LAB!**		

WORK SERVICES ORIENTATION (WSO): TUES 10AM-12PM HYBRID

Boost your interviewing skills with our super realistic mock interview sessions. Practice answering questions, receive expert feedback, and refine your pitch in a stress-free environment. Walk into your real interview with confidence—join our session at the end of this month and bring your resume with you!

WORKSHOP/CLASS DESCRIPTION

"Work Readiness Portfolio & Certification"

AS WE APPROACH OUR EXCITING 2-DAY SPECIAL EVENTS AT THE END OF THIS MONTH, WE'RE GEARING UP TO MAKE SURE YOU'RE PREPARED AND READY TO STAND OUT. OUR MOCK INTERVIEW SUPER SIMULATION AND EMPLOYER RECRUITMENT EVENT WILL BE PACKED WITH VALUABLE OPPORTUNITIES FOR YOU TO SHINE. TO ENSURE YOU'RE FULLY EQUIPPED FOR SUCCESS, WE'LL BE DIVING INTO KEY RESOURCES AND ACTIVITIES, INCLUDING:

- *ALASKA CAREER INFORMATION SYSTEMS (AKCIS): EXPLORE CAREER PATHWAYS, FIND VALUABLE JOB RESOURCES, AND REFINE YOUR JOB SEARCH WITH AKCIS.*
- *WEEKLY MOCK INTERVIEWS: PARTICIPATE IN REALISTIC MOCK INTERVIEW SESSIONS TO PRACTICE YOUR RESPONSES AND BUILD CONFIDENCE.*
- *RESUME RECONSTRUCTION: GET YOUR RESUME IN TOP SHAPE WITH TAILORED FEEDBACK AND UPDATES TO SHOWCASE YOUR SKILLS AND EXPERIENCE EFFECTIVELY.*
- *WORK SERVICES' ORIENTATION (WSO): ATTEND A SESSION TO LEARN HOW WORK SERVICES CAN SUPPORT YOU IN YOUR JOB SEARCH AND CAREER DEVELOPMENT.*

BY THE TIME OUR EVENTS ROLL AROUND, YOU'LL HAVE A POLISHED WORK READINESS PORTFOLIO AND BE READY TO ENGAGE WITH EMPLOYERS AND RECRUITERS WITH CONFIDENCE. LET'S MAKE THESE EVENTS A TURNING POINT IN YOUR CAREER JOURNEY!

EMPLOYMENT & TRAINING INTAKE

(WS ONLY) PARTAKE IN A 1-ON-1 MEETING WITH ONE OF OUR TEAM PERSONNEL.
WE'LL REVIEW OUR "E&T INTAKE WORK SEARCH GUIDE" PACKET, BEGIN YOUR PLAN OF ACTION INTO YOUR CAREER READINESS CERTIFICATE AND INTRODUCE YOU TO A FEW SUPPORTING DOCUMENTS SUCH AS WORK SEARCH DAILY LOGS TO HELP YOU NAVIGATE YOUR TIME, PER YOUR FAMILY SELF-SUFFCIENCY PLAN (FSSP).

WORK SERVICES (WS) ORIENTATION (WSO)

(WS ONLY) DIVE INTO THE KNOWLEDGE OF WHAT THE WORK SERVICES PROGRAM CAN DO FOR YOU AND YOUR FAMILY! THIS IS PRIMARILY A CLASSROOM SETTING OR AVAILABLE ONLINE FOR THOSE THAT CANNOT ATTEND IN-PERSON.
BE SURE TO BRING IN YOUR QUESTIONS, PEN AND NOTEPAD BECAUSE IT'S GOING TO BE A LOADED WORKSHOP FILLED WITH HOT TOPICS SUCH AS REPORTING CHANGES, DOCUMETNATION, PENALTIES AND SO MUCH MORE!

WORK SERVICES (WS) CWE INTERVIEWS AVAILABLE THIS MONTH!

EVER WANT TO TAKE THAT NEXT STEP OF CAREER CHANGE OR FINALLY PUT YOUR YEARS OF EDUCATION INTO PRACTICE, BUT HAVEN'T NAILED THE JOB MARKET DUE TO THE LACK OF TOOLS OR RESOURCES TO MAKE YOU MARKETABLE? LOOK NO MORE! THE COMMUNITY WORK EXPERIENCE (CWE) EXPLAINED IN-DEPTH DURING OUR WSO WORKSHOP ALLOWS YOU TO EXPLORE THE "ALTERNATIVES TO CONTINUED JOB SEARCH" TO HELP YOU 'TURN YOUR RESUME ON' WITH HANDS-ON EXPERIENCE AND A PERFORMANCE REPORT YOU MAY USE AS A PROFESSIONAL REFERENCE. RESERVE YOUR INTEVIEW TODAY!

WORK SEARCH DEBRIEFING DAY PRIMARILY FRIDAY'S!

DID YOU HAVE AN INTERVIEW THIS WEEK? IF SO, DID IT GO SMOOTHLY AS YOU HAD HOPED? IF HIRED, WHAT DO YOU NEED FOR SUPPORTIVE SERVICES?
CONNECT WITH YOUR CAREER COACH TO UNDERLINE ANY SUCCESSES, CHALLENGES AND NEEDS TO HELP YOU IMPROVE YOUR JOB OR TRAINING SEARCHING EFFORTS. THIS IS A WEEKLY AND SOMETIMES DAILY CONVERSATION WITH YOUR ASSIGNED E&T PERSONNEL.