

## EMPOWERING PEOPLE CHANGING LIVES

### Class Schedule

A new class starts each Monday morning at 8:00 a.m. **Sign-in begins at 7:00 a.m.** You must be present when your name is called at 8:00 a.m. or you forfeit your place. **Line up begins at 6:00 a.m. Only the first 15 people will be accepted.**

**All students are required to attend the "one-week" Orientation & Career Development Workshop. Upon graduation from CDW, students may enroll in any of the other educational, job skills classes and/or soft skills classes for up to twelve weeks.**

#### Orientation and Career Development Workshop

**Monday 6:30 a.m. - 3:00 p.m.; T-F 8:45 a.m. - 3:00 p.m.**

##### **One week workshop**

- Help participants to discover interests, skills and values for employment
- Improve self-esteem
- Learn the basics of applying for and maintaining employment

#### GED Class

**M-F 9:00a.m. – 3:00 p.m.**

**OR 9:00 a.m. – 12:00 p.m.**

**OR 1:00 p.m. – 3:00 p.m.**

**(SELECT ONE)**

#### **May continue as long as monthly suitable progress is made**

- Prepare for GED exam by instruction of all six subjects required for the test. Reading, Writing, Science, Social Studies, Math & Written Essay.
- Emphasis on individual progress and pre-testing
- End date upon completion or requested exit from class

#### Character First

**M-F 9:00 a.m. - 10:00 a.m.**

##### **6 -Week Class**

- Classroom participation learning how important character traits are.
- Magazine and DVD followed by Group Discussion.
- How Character builds success in the workforce.

#### Thinking For Change

**M-F 10:00 a.m. - 11:00 a.m.**

##### **6-Week Class**

- Thinking Controls Behavior
- Cognitive Self Change (awareness)
- Problem Solving Skills  
(description/consequences)
- Social Skills (active listening/feedback)

### **Successful Living / Personal Life Management**

**M-F 11:00 a.m. - 12:00 p.m.**

#### **6-Week Class**

- Learn to interact in positive ways.
- Managing Personal Matters, as well as organize records to save time and money.
- Healthy Boundary concepts with personal and co-worker environment.
- Also Incorporating risk management.

### **Within My Reach**

**M-F 1:00 p.m. - 3:00 p.m.**

#### **3-Week Class**

- All full-time TEEM students who graduate from Career Development Workshop are strongly encouraged to enroll.
- Effective Communication, the importance of clear and efficient communication abilities.
- How to manage and exit possible unhealthy relationships.
- Health and reasonable expectations.

### **Construction Trades**

**M-F 9:00 a.m. to 3:00 pm.**

#### **1-Week Class**

- This class is designed to assist our clients in potential employment with the Roads and Bridges Industries.
- Equipment use and identification
- Safety operations
- Operational Procedures
- Work environment
- Work expectation

### **Food Safety and Sanitation Management**

**M-F 9:00 a.m. - 11:00 a.m.**

#### **12-Week Course**

- Prerequisites for the Food Preparation Course
- Develops the theory of managing food safety and sanitation
- Review standards of safety, sanitation, personal hygiene, causes of food borne illnesses, proper food and non-food storage and temperature guidelines
- Preparation for the Food Safety and Sanitation Management Certification exam

### **Navigation**

**Monday – Friday 11:00 am – 12:00pm**

Computer Navigation is a 12 hour class designed to introduce the personal computer to those who have had little or no exposure. It will provide very basic knowledge of the computer, the internet and how to create an email account.

### **Keyboarding (Pre-Requisite to Microsoft Applications)**

**M-F 9:00 a.m. – 11:00 a.m.**

**OR 1:00 p.m. - 3:00 p.m.**

**(SELECT ONE)**

#### **12-Week Class (Keyboarding & Microsoft Applications Combined)**

- Developing or improving keyboarding skills
- Emphasis on accuracy and building speed

*Completion based on achieving Keyboard speed requirements 20WPM / 90% Accuracy on a 5 min. Test*

### **Microsoft Applications**

**M-F 9:00 a.m. - 11:00 a.m. , 1:00 p.m. - 3:00 p.m.**

- Self-paced through introduction, intermediate and advanced levels of the following programs:
- Microsoft Word (word processing)
- Microsoft Excel (spreadsheets)
- Microsoft PowerPoint (slide presentations)
- Microsoft Access (information database)

### **Child Care Training-Online**

**Monday 10:00 a.m. - 11:00 a.m.**

**Early Education: Pathway to Child Development Associate (CDA) Credential Program**

- A comprehensive online CDA curriculum
- Consists of 17 units of formal education to prepare for the National CDA Credential.
- Covers all eight content areas for the CDA Competency standards – Planning a safe, healthy learning environment, Steps to advance children’s physical and intellectual development, positive ways to support children’s social and emotional development, strategies to establish productive relationships with families, strategies to manage an effective program operation, maintain a commitment to professionalism, observing and recording children’s behavior and principles of child growth and development.
- Provides hands-on opportunities that can be completed in a child care facility or family child care home and includes a formal observation by a CDA advisor
- Upon completion students will obtain a certificate of completion, apply for the CDA credential and meet DHS licensing standards to work in a licensed childcare center or family childcare home.
- Prior to enrolling, students must complete an orientation class

### **Ready for Work**

**M-F 9:00 a.m. – 11:00 a.m.**

#### **6-Week Class**

Ready for Work provides students who are seeking employment complete up-to-date and comprehensive instructions for being successful in the job search program. Despite what you believe, job search does not begin with a resume, rather it begins with discovering who you really are, what you want, and where you wish to go. So if you’re ready to keep pace with the job market trends and changes in the working world, “join the T.E.E.M.”

Information covered in this class includes:

- Taking self-inventory
- Success through goal setting
- Benefits you can sell to the employer
- Resume Preparation
- Searching and planning for a job
- Interviewing made easy
- Dressing for success
- Being a successful employee

Ready for Work students **will** have access to the computer lab for online job search and are also provided with job leads specific to their skills and interests.

### Job Search

**Computer Lab is open M-F 9:00 a.m. – 12:00 p.m. ; 1:00 p.m. – 3:00 p.m.**

**Students can enroll for 2 hours of Job Search per day; 5 days per week.**

**When available, COMPUTER NAVIGATION will be a PRE-REQUISITE for Job Search students.**

- It's a 2-4 week class. 4 weeks if they are doing it concurrently with other classes; 2 weeks if they are only doing Job Search or complete all of their classes.
- Each student that graduates from their classes is entitled to 2 weeks of Job Search after completion.
- Job Search is a self directed class located in the computer lab upstairs. While there is no teacher or direct instruction, a Job Placement Team member will try to be available at all times to answer questions. Students will be able to search for and apply for jobs, create resumes and cover letters, and conduct other **JOB RELATED** business. Each student enrolled in Job Search will be given a list of websites to kick start their job search.

### Winning the Workplace Challenge

**Monday – Thursday 2 hours 11a.m. – 12 p.m. ; 1 p.m.- 2- p.m. & Fridays 1hour 11 a.m. – 12 p.m.**

It is a one week class focusing on teaching healthy and effective communication skills in the workplace. This course will give workers the skills needed to work more efficiently and successfully as a team, resolve conflict without damaging relationships, and preserve and enhance a friendly work environment. The result of strong relationships in a working environment is more stability, more productivity, and more satisfaction from work. It's about getting along and getting things done!

Revised 11/22/2011 LF