



Bristol Bay Native Association

Workforce Development

Job Club Workshop Schedule

If you are interested in signing up for any of the classes listed in this directory, call to sign up 842-2262.

Transportation and Child Care can be arranged with ADVANCE notice – call for more information.

Orientation

Please call to sign up 842-6276 or 842-6273

Date	Time
April 1, 2008	1:30 – 2 p.m.

- Meeting Area: upstairs conference room at Workforce Development
- Class will include an introduction to Job Club, the purpose – mission – outcome. Workforce Staff will be available to present a variety of programs that offer assistance to people in search of work. Each participant will begin a portfolio that will be used to build their skills and protect important documents.

Goal Setting & Planning for Employment

Date	Time
April 1, 2008	2:00 p.m. – 4:30 p.m.

- Meeting Area: Upstairs conference room at Workforce Development
- What are your biggest life goals? How do you know you're getting there? These workshops will help identify and develop steps to achieve those goals. Goal setting is an interactive process that begins with self-awareness based on your interests, values, attitudes, abilities, strengths, weaknesses, resources and barriers. We will begin to map a path to realistic goals with concrete steps and a timeline. What skills do you need to build on? How do you knock down your barriers? This workshop will address how you can access services to help you get to where you're going.

Cultural Class

Date	Time
April 2, 2008	1:30 – 4:30 p.m.
April 9, 2008	1:30 – 4:30 p.m.
April 16, 2008	1:30 – 4:30 p.m.
April 30, 2008	1:30 – 4:30 p.m.

- Meeting Area: Upstairs conference room at Workforce Development
- This class will cover either: Carving, Skin Sewing, Beading and other types of Cultural crafts that participants are interested in.
- This class will also cover some ways to build a business out of cultural crafts and the importance of the quality of a marketable product.

Basic Computer Skills/Internet & E-mail

Date	Time
April 3, 2008	1:30 to 4:00 pm
April 29, 2008	1:30 to 4:00 pm

- Meeting Area: Upstairs conference room at Workforce Development
- The morning class will cover the basic components of a computer, the desktop, information about computer programs, and an introduction to Microsoft Word & Internet Explorer. The second half of the day will be an emphasis on setting up an e-mail address and accessing online job resources.

Job Searching

Date	Time
April 8, 2008	1:30 – 2:30 p.m.

- Meeting Area: Upstairs conference room at Workforce Development
- Class will include information on effective job search techniques, the importance of being organized, registering on ALEXsys, job searching based on assessments, on line applications. Common places to look for jobs within the community, introduction to apprenticeship opportunities, identifying other local resources for work, internal and external networking. How a criminal background affects your job market, identifying your barriers and a personal approach to overcoming them.

Job Applications

Date	Time
April 8, 2008	1:30 – 2:30 p.m.

- Meeting Area: Upstairs conference room at Workforce Development
- Your application is your first assignment from a potential employer. In this workshop we will discuss the importance of completeness, identify typical application mistakes, keeping close record of your past work history and how that information is useful. Handwritten vs. typed. We will also review employers who accept online applications, how to access them and fill them out from a computer.

Resumes & Cover Letters

Date	Time
April 8, 2008	2:30 to 3:30 pm

- Meeting Area: Upstairs conference room at Workforce Development
- Class will include parts of a resume, resume styles, writing tips, cover letters and creating new resumes for each job as you apply.

Interview Skills/Mock Interviews

Date	Time
April 8, 2008	3:30 – 4:30 p.m.

- Meeting Area: Upstairs conference room at Workforce Development
- This class will cover the types of job interviews, what to expect at a job interview, how to prepare for an interview. Sample questions and identifying your strengths and voicing them. Mock interview class is practice interviewing with others and critiquing your skills.

Crime Barriers

Date	Time
April 10, 2008	1:30 – 3:00 p.m.

- Meeting Area: Upstairs conference room at Workforce Development
- Class will include information on Barrier Crimes, and who the Barrier Crimes apply to, common local Barrier Crimes, and the impacts on jobs available.

Stress Management

Date	Time
April 10, 2008	3:00 to 4:00 pm

- Meeting Area: Upstairs conference room at Workforce Development
- Class will include information on techniques to reduce stress and how to manage your stress levels.

Starting a Small Business

Date	Time
April 15, 1008	1:30 to 4:30 pm

- Meeting Area: Upstairs conference room at Workforce Development
- This class will cover how to start a small business, who to contact about a business plan, what to do first, how to know if you business will b e successful and many other tips in running a small business.

Preparing for College or Training

Date	Time
February 26	1:30 to 3:00 pm

- Meeting Area: Upstairs conference room at Workforce Development
- This class will cover what needs to be done when preparing for College or Training and how early you will need to start preparing.
- The class will also cover the steps that need to be taken when applying for College or Training.

Work Ethics

Date	Time
April 17, 2008	3:00 to 4:30 p.m.

- **Meeting Area: Upstairs conference room at Workforce Development**
- **Practical information regarding proper work clothes, business etiquette, telephone answering/taking messages. Courtesy in the office, understanding staff dynamics, multicultural business language, e-mail etiquette, greeting people. Punctuality. Consistency.**

Budgeting Course

Date	Time
April 22 – 24, 2008	1:30 – 4:30 p.m.

- **Meeting Area: Upstairs conference room at Workforce Development**
- **This is a required week long course that ends with a certificate.**
- **This Course is intended to teach participants, TANF and General Assistance recipients, and community services participants the basics of budgeting and money management.**
- **The course will address the first steps in developing healthy budgeting skills and develop financial literacy. Participants will learn about Checking and Saving Accounts, Credit and Credit Reports, and Loan Applications.**

For more information about the Job Club and how to register please contact your case manager or the Dillingham office at 907-842-2262 or outside of Dillingham at 1-888-285-2262.

You can earn **Certificates** and win **Prizes** for attending the Job Club.

If you need **Transportation** or **Child Care** contact Desirea, Gwen or your Case Manager with **ADVANCE NOTICE**.