

# Career Readiness Training

# 2020 Class Schedule

Having trouble entering  
the workplace?

Gain the skills you need to  
succeed in just 4 days!

## TRAINING TOPICS

- Online Applications
- Understanding Applicant Tracking Systems
- Interview Skills
- Online Presence
- Employer Partner Presentations
- Clothing Voucher for a professional outfit

## BEGIN ENROLLMENT

By Phone:

918.584.7291

Online:

TulsaWORKS.org

In-Person:

2800 SW Blvd.

Tulsa, Oklahoma 74107



## COURSE SCHEDULE

Fridays  
8:30 AM—1:00 PM  
Wednesdays  
8:30 AM —12 PM

## 4-FRIDAY COURSE

## COURSE REQUIREMENTS

- Minimum 17 years-old
- Background Check
- Drug Screen



START DATE	END DATE
January 10	January 31
February 7	February 28
March 6	March 27
April 3	May 1
May 8	May 29
Jun 5	June 26
July 10	July 31
August 7	August 28
September 4	September 25
October 9	October 30
November 6	November 20
December 4	December 18

At Goodwill TulsaWORKS Career Academy, we envision a community where everyone has the training and opportunities they need to be successful in the workplace, regardless of the barriers to employment they must overcome.



**Enroll today!**

TulsaWORKS.org | 918.584.7291  
2800 SW Blvd., Tulsa, OK 74107