

Career Readiness Training

Phone:

(918) 581-1256

Location:

Goodwill Industries
of Tulsa, Inc.
2800 Southwest Blvd.
Tulsa, OK 74107

Hours:

8:30 am—1:00 pm
Fridays only



4 Week Course

COURSE REQUIREMENTS

- Minimum 18 years old
- Background Check
- Drug Screen

COURSE OBJECTIVES:

- Prepares the client for entry or re-entry into the workforce
- Showcase each client's employable skills

Applications

- Paper applications
- Online applications
- Knowledge, Skills, Abilities and Others (KSAO's), ATS and keywords

Job Searching

- Business email
- Job search on mobile apps
- Social media and job searching
- HR perspective on job seeking

Interviewing Skills

- Professional Communication
- Introduction to interviewing
- Phone interviewing
- Professional dress

Mock Interviews

- Interviews with Human Resource professionals
- Interview feedback and discussion

2018 Career Readiness Training Schedule

JANUARY

1/5/18
1/12/18
1/19/18
1/26/18

FEBRUARY

2/2/18
2/9/18
2/16/18
2/23/18

MARCH

3/2/18
3/9/18
3/16/18
3/23/18

APRIL

4/6/18
4/13/18
4/20/18
4/27/18

MAY

5/4/18
5/11/18
5/18/18
5/25/18

JUNE

6/8/18
6/15/18
6/22/18
6/29/18

JULY

7/6/18
7/13/18
7/20/18
7/27/18

AUGUST

8/3/18
8/10/18
8/17/18
8/24/18

SEPTEMBER

9/7/18
9/14/18
9/21/18
9/28/18

OCTOBER

10/5/18
10/12/18
10/19/18
10/26/18

NOVEMBER

11/2/18
11/9/18
11/16/18
11/30/18

DECEMBER

12/7/18
12/14/18
12/21/18
12/28/18