

Original: X Mod.: Date: 10/24/16 **Workforce Ready program will be taught at Northwest Illinois Development Alliance office, 27 W. Stephenson St, Freeport, IL 61032— approved until 6/30/17.**

Participants MUST be enrolled in WIOA by the first day of the program to be eligible for funding.



RECRUITMENT AND REFERRAL FORM
WIOA Individual Career Services - Short-Term Pre-Vocational Training

Provider: Highland Community College – Business Institute

Course: *Workforce Ready:*

- 18 Hour Short-Term Pre-Vocational Training Course

Program Provider: Highland Community College – Business Institute	Telephone: 815-546-7171 Fax: 815-235-6130
Address: 2889 W. Pearl Rd Freeport, IL 61032	Contact Person: Rebecca Anderson, 815-546-7171 Rebecca.Anderson@highland.edu
Training Site Address: Northwest Illinois Development Alliance 27 W. Stephenson St Freeport, IL 61032	FEIN: 36-2616076
Activity Name: Short-Term Pre-Vocational Services (STPV)	
Provider Code: 2016-401	
CIP Code:	OES:

Session Dates or Open Entry-Open Exit: Call. Schedule will be available from provider.

Average Time to Complete Course: Course: 18 hours (6 - 3 hour sessions over 3 weeks).

Description of Activities: See next pages.

<p>Program Schedule: -</p> <p>Workforce Ready Short-Term Pre-Vocational training classes will all be held at Northwest Illinois Development Alliance offices. Classes are scheduled by the training provider.</p> <p>When scheduled, each course class is 18 hours (6 sessions): 3 hours each day, two days per week. Or an alternative schedule would be 3 Saturdays, 6 hours per session.</p>	<p>No. of Participants Per Class:</p> <p>Course content is geared to adults. Class size is 3 to 12 participants.</p>
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Registration Procedures.

Contact Rebecca Anderson at Highland Community College – Business Institute

Authorization: Northern Illinois Workforce Alliance (NIWA)
R&R prepared by Valerie Johnson, NIWA Planning & Quality Assurance Manager.
Rock River Training Corporation (RRTC) is the fiscal agent for WIOA programming approved by NIWA.

WIOA INDIVIDUAL CAREER SERVICES - SHORT-TERM PRE-VOCATIONAL (STPV)

Provider: Highland Community College – Business Institute

Workforce Ready Short-term Pre-Vocational Training Program Activities are approved until June 30, 2016:

Activity and Activity Code/Description: (Be sure to associate these activities with Provider Code 2016-401.)

- 18 hour Workforce Ready Pre-Vocational Training Program course: Short-Term Pre-Vocational Service Activity—*18 hour Short Term Prevocational Skills Training*
- ***COST: \$875.00 per student***

A Description of Highland Community College – Business Institute– Workforce Ready Short-term Pre-Vocational Training Activities provided on following page.

Session 1: Course and technology Introduction

The first session will include:

- Review of the course syllabus
 - Including a review of course outcomes and competencies
 - Discussion regarding how these can/will transfer to the work place
- Introductions
- Instructor and student expectations for the course (what do you hope to learn)
- Review Moodle (how to login, look up assignments, attach, submit, email)
- Review MS Word (how to create document, save, double space, format)
- Creating personal email
- Completing online applications

Assignment: Weekly readings (posted to Moodle)

Resources: www.highland.edu, world wide web

Session 2: Time management

The second session will include:

- Tools for Success
- The Art of Prioritizing
- How to Create a Realistic Schedule
 - Creating Time in Your Day
- Time Management Challenges
 - Managing Interruptions
 - Punctuality
 - Staying Organized
- Concentrate, Don't Procrastinate
 - Minimizing Distractions

Assignment: Weekly readings (posted to Moodle)

Resources: www.mindtools.com

Session 3: Goal setting

The third session will include:

- Purpose of Goals
- Short Term vs. Long Term Goals
- Creating SMART Goals
- In Class Activity: Goal Setting Exercise

Assignment: Weekly readings (posted to Moodle)

Resources: College Central Network, web resources

Session 4: soft skill development for the world of work

The fourth session will include:

- What is a Soft Skill?
- Effective Communication
- Active Listening

Assignment: Weekly readings (posted to Moodle)

Resources: Web resources, PP presentations

Session 5: soft skill development for the world of work (cont'd)

The fifth session will include:

- Problem Solving
- Accountability/Reliability
- Review of Time Management and Goal Setting

Assignment: Weekly readings (posted to Moodle)

Resources: Web resources, PP presentations

Session 6: so now what? Managing your career

The sixth session will include:

- Developing Interview Skills
 - Managing Anxiety in the Interview Process
 - [Mock Interviewing](#) Practice
 - Post-Interview Checklist
 - Importance of Networking
- Financial Literacy
- Final Assessment
- Course Wrap-Up

Assignment: Weekly readings (posted to Moodle)

Resources: Previous course notes, assignments and readings; LinkedIn

Books, Supplies, and Supplementary Materials

No textbook is currently required for this course. A binder of required information will be provided for the student. In addition, however, students will be required to supply their own writing utensils and paper.

Laptops will be provided for each session.