



# WORKPLACE READINESS CERTIFICATION

## SKILLS INSTRUCTION

- ▶ Interpersonal Communications
- ▶ Business Communications
- ▶ Teamwork
- ▶ Employer Expectations
- ▶ Self-Management
- ▶ Job Performance Factors
- ▶ Customer Service
- ▶ Problem Solving & Critical Thinking
- ▶ MS Word & Excel

## ASSESSMENT RESULTS

- ▶ Workplace Readiness Tests
- ▶ ONET Interest Profiler
- ▶ ONET Work Importance Profiler
- ▶ National Career Readiness Certificate+
  - Reading for Information
  - Locating Information
  - Applied Mathematics
  - Talent

One week-long, intense instruction and assessment program to ensure that potential hires have the needed basic work ready knowledge and skills.

**First Workshop: March 28, 2016 – April 1, 2016**

Missouri Job Center

706 S Bishop

Rolla, MO 65401

**Contact Chris Link at 573 364-7030**

Missouri Career Center is an equal opportunity employer/program operator. Auxiliary aides and services are available upon request to assist individuals with disabilities. Missouri Relay Services: TTY 711.

Customers should answer "NO" to the question regarding school or training when filing weekly certification for Unemployment Insurance because of attending one or more of the above workshops. The workshops are considered a Re-Employment Service, not school or training. If you answer "yes" to that question, it will cause an interruption in UI benefits.