



Job Readiness Training (JRT) Basics



Wednesday,
February 28, 2018

9:00am to 4:00pm



Chicago Jobs Council
29 E. Madison, Suite 1700
Chicago, IL 60602



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Do you have only a short time to get workforce clients job-ready? Don't know where to start? In this course, you will learn the basics of job-readiness training and discover interactive approaches that motivate job-seekers. Designed for new instructors and administrators as well as those seeking a refresher, the course will explore strategies for getting clients the help and practice they need. During the course, you will receive a packet of JRT materials and have the opportunity to try out hands-on activities that build clients' skills and confidence. Still have burning questions about JRT essentials? You'll also hear from a panel of expert workforce practitioners and have the opportunity to ask your questions

Topics covered include:

- Strategies for assisting clients with resumes, cover letters, applications, and interviews
- Knowing what information, materials, and activities to include in your job-readiness

\$95/\$135

member/non-member

- training
- Finding ways to motivate your clients and engage them in your JRT
 - Helping clients build job-seeking skills and confidence

Audience:

This course is for job readiness training instructors and administrators.

REGISTER NOW!

**If you are a CJC member, you must use your CJC login name and password when registering to access the discounted member price.

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CJC moves people out of poverty through employment using on-the-ground expertise, advocacy, and capacity building. Since its establishment in 1981, CJC's membership has grown to include over 100 organizations and individuals who work together to influence the development and reform of public policies and programs designed to move people into the workforce.

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