



Career Ready 101 is:

KeyTrain + Soft Skills + Financial Literacy + Career Exploration + Interviewing + Resume Writing + Interest Surveys + Job Searches + Automated Course Calendars + Documents for Instructor-led Options + Tracking for ALL Data... and much more!

Career Ready 101 is our new comprehensive career training course that helps you design a program based on your resources! It is an integrated approach to exploring careers and their skill requirements, building workplace skills using KeyTrain® remediation, and creating life-literacy with such skills as financial awareness and job searching. Of course the program leads users to certification with WorkKeys® assessments and the National Career Readiness Certificate.

The **Career Ready 101™ Program** is a one-of-a-kind program designed to provide a more efficient and comprehensive experience for administrators, instructors, and students.

- **Quickly design a course and build a course calendar**
- **Use self-paced lessons or extensive instructor-led documents**
- **Provide all aspects of career readiness training in one system:**
 - **Foundational skills using the WorkKeys® system**
 - **Vital life-skills such as financial literacy, career exploration, resume writing and interviewing skills**
 - **Soft skills such as customer service and work habits**
- **Track all data in one central system – including data from computer-based lessons AND instructor-led lessons**

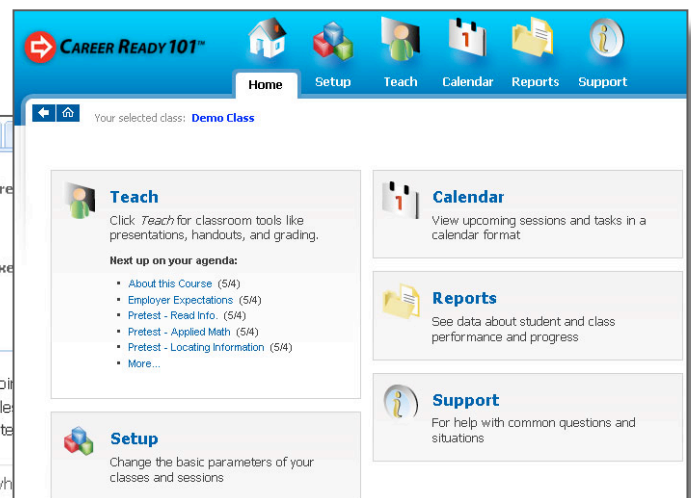
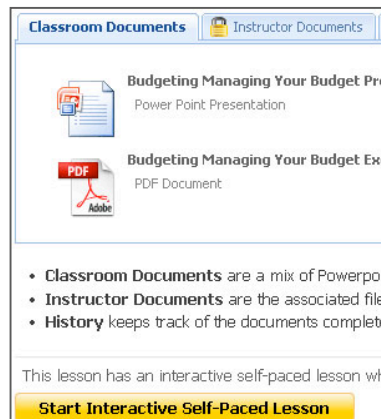
Truly a one-of-a-kind program!

The first and only to combine and track self-paced and instructor-led lessons together

The first and only to combine all WorkKeys skills, comprehensive soft skills and life-literacy skills in one self-contained system

The first and only to provide self-paced lessons AND classroom documents for instructor-led options

The first and only to include KeyTrain’s course calendaring methodology



Contact the COD Library College and Career Information Center at 630.942.2386 to receive your User Name and Password