

Step 2



Make sure you have
KEY life skills

Make sure you have KEY LIFE SKILLS

THINK SAFETY FIRST

Safety awareness is a priority with employers.

NOTICE

THIS IS A DRUG-FREE WORKPLACE

Many employers REQUIRE you pass a drug screen before employment AND conduct random drug screens.

This section of the employment guide will provide you with resources to help improve these key skills:

- Getting to work on time
- Communication
- Computer skills
- Team work
- Problem solving
- Working independently
- Being able to pass a drug screen

Which Key Life Skills are important?

1. KEY WORK SKILLS

- Dependability
- Showing initiative
- Dressing appropriately
- Work ethic
- Able to work independently

2. KEY COMMUNICATION SKILLS

- Listening, verbal, and written
- Following instructions
- Communicating with co-workers/manager/supervisor
- Reading/understanding work manuals

3. KEY COMPUTER SKILLS

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Internet access
- Email

4. KEY ABILITIES

- Critical thinking
- Problem solving
- Team work
- Troubleshooting



Where to gain key life skills

Contact a provider listed in the next few pages to sign up for free workshops, one-on-one assistance with basic reading/math skills, or a class on communication or a computer program.

- Your local WorkForce West Virginia center offers free workshops.
- Check with your local community college or Adult Education/ABLE program for a computer class or a communication class.
- Volunteer in your community — it's a great way to help others AND gain skills needed for employment!

Some classes or programs have eligibility requirements. Check with the provider for more details.

Building Bridges to Careers ONLY in Washington County, Ohio

Connecting Washington County students in a variety of community-based experiences to expand awareness of education and career options, and bridging the gap between education and employment.

OFFERS: Job shadowing allows students to observe and experience real-life work situations and make informed career choices. Career Awareness creates a Directory of Community Career Resources to connect students and teachers with businesses and organizations in the community.



buildingbridgestocareers.org



740-374-6500

Hit the Ground Running

(must be Workforce Investment Act (WIA) eligible—contact WorkForce West Virginia at 304-420-4531)

This four-week, 120-hour pre-employment certification program is designed to help adults be successful in their job search or training program.

You will gain confidence in math, reading and writing skills, gain or improve basic computer skills, meet others who have similar goals, and be ready for further training when the class is complete!

You will learn how to make the most of your strengths! PLUS, effective ways to:

- Resolve conflicts
- Use computers
- Look for a job
- Land that important interview
- Work in teams
- Solve problems
- Display work habits that will get you noticed
- Manage your time and finances
- Gain the skills needed to pass employment or training entrance exams

Successful completion can earn a **Ready to Work** credential that includes a nationally recognized certification in important workplace skills.



STEP 2





ADULT EDUCATION

West Virginia Adult Education centers offer training needed for success in school and on the job.

Listed below are skills you may learn or improve at your local Adult Education Center:

- Resume HelpGoal Setting
- Career Exploration
- Time Management
- Basic Computer Skills
- Keyboarding
- Job Readiness Skills
- College Preparation

SPOKES

SPOKES (Strategic Planning in Occupational Knowledge for Employment and Success) is a program designed to address academic and work-ready skills necessary for adults to pursue gainful employment. This program requires a referral from the West Virginia Department of Health and Human Resources.

The SPOKES program consists of:

- Assessment
- Job readiness
- Work process skills
- Technology skills
- Work-related academics
- Vocational training in customer service



**NOW
WHAT?**

In **STEP 3** you will find occupations listed by industry. These occupations represent only a few of the many jobs available in the Mid-Ohio Valley.

Undecided about the kind of work you want to do?

Information is provided to help you decide on your

CAREER INTEREST

Occupational profiles for Construction, Oil and Gas, and Plastics and Polymers are included in this section