

## Jobs for Independence: CCV-Governor's Career Ready Certificate Overview

### **4 Modules developed for JFI CRC Training**

#### **Essential Objectives:**

This 4 Module version of the Governor's Career Ready Certificate program – GCRC – has been developed specifically for the Jobs for Independence – SNAP E&T pilot. Each module can be delivered as stand-alone workshop to allow more flexibility, or they can be taught as series. The course is designed to help participants increase professional, teamwork and job seeking skills and basic computer skills. As well as skills in locating information, reading for information, and applied math.

Upon successful completion of all 4 modules in the GCRC program participants will be eligible to receive the following certifications:

- **The National Career Readiness Certificate™** is a credential offered through WorkKeys®. Participants must score a 3 or higher on all three assessments (Applied Math, Reading for Information and Locating Information). The certificate is leveled so that 3's in all areas earns bronze, 4's earn silver, 5's earn gold, and 6's earn platinum.
- **Governor's Career Readiness Certificate** encompasses the WorkKeys modules and the Soft Skill and Computer modules. If participants pass the three WorkKeys modules with 3's or higher, and they pass both the computer and soft skills modules, they earn the Governor's Career Ready Certificate. The Governor's Career Ready Certificate is also leveled.

### **Professionalism & Teamwork Skills Module (15hrs)**

#### **Essential Objectives:**

1. Demonstrate work ethic and life skills such as time management, punctuality, attendance, goal setting, and the balancing of priorities.
  - a. Identify personal strengths and areas of improvement needed to be successful in a professional environment.
  - b. Demonstrate a professional image, demeanor, work ethic, and life skills required by successful organizations including time management, decision-making, and prioritization skills in accomplishing assigned tasks.
2. Learn effective communication strategies for the workplace including communicating with individuals and groups in various settings.
  - a. Explain how individual, group, and team behaviors can affect an organization's performance and its influence in a community.
3. Build and demonstrate teamwork and interpersonal skills such as speaking and listening, debating ideas, and resolving conflict.
  - a. Discuss the impact that conflict, stress, and well-being can have in a professional environment.

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### **Basic Computer Skills Module (15hrs)**

#### **Essential Objectives:**

1. Understand the use of the internet in a workplace setting, including internet searches, filling out web-based forms, and sending and receiving e-mail.
2. Learn to effectively use common workplace software including spreadsheets and word processing.
  - a. Compose, modify, format, save, print and retrieve documents using a word processing program such as Word including the concepts of text editing and movement, font, paragraph, and page formatting.
  - b. Explain the function and primary features of a spreadsheet program
  - c. Identify and understand the appropriate uses of spreadsheet applications in the work environment.
  - d. Design and build a spreadsheet using labels, values, formulas, functions, and differentiating between absolute and relative references.
3. Explore the use of technology in workplace communication, including the preparation of a presentation both as an individual and as a member of a group.
  - a. Explain the function and primary features of presentation software such as PowerPoint and design an effective presentation including text and visuals.

### **Work Keys Module (15hrs)**

#### **Essential Objectives:**

1. Introduce the WorkKeys system of Reading for Information including KeyTrain.
  - a. Identify main ideas and important details from a variety of documents, including policies, procedures, memos, and documents. Use reading material and text clues to figure out the correct meaning of words.
2. Introduce the WorkKeys system of Locating Information including KeyTrain.
  - a. Locate, understand, and utilize information from graphics such as order forms, bar graphs, maps, floor plans, and instrument gauges.
3. Introduce the WorkKeys system of Applied Mathematics including KeyTrain.
  - a. Perform conversions within and between systems of measurement.
  - b. Solve problems that include more than one mathematical calculation. Mathematical operations include addition, subtraction, multiplication, division, and the use of whole numbers, fractions, percentages, and ratios, among other basic math concepts.

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4. Demonstrate proficiency in the areas of Reading for Information, Locating Information, and Applied Mathematics by sitting for WorkKeys assessments in each of these areas.

### **Job Seeking Skills Module (8hrs)**

#### **Essential Objectives:**

1. Demonstrate self-reflection, personal and career development strategies.
  - a. Identify personal and professional skills and goals, and articulate their alignment to career aspirations.
  - b. Demonstrate work ethic and life skills such as time management, punctuality, attendance, goal setting, and the balancing of priorities.
2. Demonstrate skills required in performing a job search, including computer based searches.
  - a. Understand the use of the internet in a workplace setting, including internet searches, filling out web-based forms, and sending and receiving e-mail.
3. Demonstrate cover letter and resume writing and submission skills.
  - a. Build a Career Portfolio with evidence of learning, including work samples, resume, letters of recommendation, and achievements.
4. Demonstrate job interviewing skills including how to dress for success.