

Human Resources Development Class Schedule

Workforce Readiness Boot Camp

- Come spend 6 days with us and you will come away with
- A Professional Resume • Justice-involved Explanation letter or Cover letter
 - Training in Employability Skills • Interview Skills and Mock Interview
 - OSHA10 training (*\$10 Charge for OSHA certification card) **And the best thing is that it's FREE!***

Feb. 20th – 25th, M-F, 8:30 am - 2:30 pm and Sat. from 8:30 am – 1:30 pm
March 20th – 25th, M-F, 8:30 am - 2:30 pm and Sat. 8:30 am-1:30 pm
April 24th - 29th, M-F, 8:30 am - 2:30 pm and Sat. from 8:30 am - 1:30 pm

Resume & Interviewing

Need a professional resume or assistance with interviewing skills. Join us for this class and learn how to ace that interview and get the job you want.

Feb. 27th - March 2nd - M-Th. 8:30 am - 12:30 pm
May 8th - 11th, M-Th, 8:30 am - 12:30 pm

Basic Digital Literacy (computer class)

We offer basic to the more advanced computer lessons. We use an interactive computer system where you choose your level. Once a level is completed you move on to the next level. You will receive a certificate for each level passed.

March 6th - 16th, M-Th, 8:30 am - 12:30 pm

Financial Literacy

Learn and understand the basics of bank accounts, bank cards, budgeting and much more. Let us help you learn about your financial concerns.

March 27th – 31st, M-F, 9:00 am - 12 noon

Working Smart

Employers are seeking employees with soft skills. Working Smart provides these skills and tools to help you keep the job, excel at your job and be more productive. You will learn the skills that employers believe are critical to your success.

April 10th - 20th, M-Th, 9:00 am -12:30 pm



Human Resources Development (HRD)

The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace. The HRD program focuses on the development of basic workplace skills by providing short-term employability soft skills training to the unemployed and underemployed adults.

All classes in the HRD program are offered at no cost to unemployed individuals seeking employment and underemployed individuals who are working and meet special income guidelines. If you are not in either category, the usual occupational extension fee will apply.

Classes are offered at the NCWorks Ford Miller Employment and Training Center and scheduled on a continuous basis throughout the year. For more information, call the HRD office at 659-6001, Ext. 140 or Ext. 131.

HRD - Career Planning and Assessment

Find out about you, search for the ideal career, and get in touch with the resources to reach your goal.

Learn current employer needs in McDowell County and surrounding areas.

HRD – National Career Readiness Certificate (NCRC) Prep

Earn a National Career Readiness Certificate based on the ACT WorkKeys system. It is a portable credential recognized nationally, that shows employers your skill level in Applied Math, Graphic Literacy, and Workplace Documents. Prove to employers you have the skills to do the job by earning a bronze, silver, gold, or platinum certificate.

HRD - Financial Literacy

Gain an understanding of basic economic literacy (wants vs. needs, budgeting, banking, credit), create a wage improvement plan, and learn workplace business concepts for effective personal development as a member of the workforce.

HRD - Resume/Interviewing/Internet Job Search

Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your interview; become familiar with application procedures; and do Internet job searches to assist you in locating and obtaining employment.

HRD - Basic Technology Literacy

Make the transition into technology training easy by gaining an awareness of the role of technology in the workplace. Develop basic to advanced computer skills and understand the impact of social networking on employment.

HRD - Working Smart

Working Smart is a 24 hour course that present work and life skills to enhance employee productivity. These are soft skills employees are seeking such as self-awareness, self-management, employer expectations, workplace ethics and accountability, communication and problem solving.

HRD - Workforce Readiness Bootcamp

This class is for everyone but focuses on the Justice Involved individuals. You will obtain a Professional Resume, Justice-involved Explanation letter or Cover letter, Training in Employability Skills (such as Communication, Teamwork, Dependability and more, Interviewing Skills with a mock panel interview and OSHA10 training (*\$10 Charge for OSHA certification card)

HRD - Skills to Succeed Academy

Skills to a Succeed is an interactive computer series of 36 modules to guide jobseekers to choosing the right career and finding a job to achieving success in the workplace. It focuses on empowering jobseekers to take ownership of their job search.