

**Job Readiness  
Edmonds Community College**

<b>A. Asset Building -- Modules</b>	<b>Hours</b>
1. Making a plan to change your career	4
2. Identifying your career goal	4
3. Developing your career goals	4
4. Career Action Plan	4
5. Career Plan Follow Through	4
6. Identifying people to implement your plan	4
7. Identifying resources to implement your plan	4
8. How to stay on track with your plan	4
9. Changing your “self-talk” on the way to your goal/ Transferable skills – the positive realities of your past	4
10. Problem-solving techniques that work!	4
11. Problem-solving—overcoming obstacles	4
12. Problem-solving at work	4
13. The pain of change – how to move through it/ The rewards at the end of a career change	4
<b>B. Career Development – Modules</b>	<b>Hours</b>
1. Elements of a Job Search	4
2. Resume Development	4
3. Master Application and Company Research	4
4. Internet Applications	4
5. Job retention	4
6. Team Building	4
7. Interviewing Skills: How to sell yourself	4
8. Basic Legal Rights and Responsibilities of Employees	4
9. Customer Service Skills	4
10. Workplace communications/behaviors	4
11. Workplace conflict resolution	4
12. Dress for Success	4
<b>C. Balancing Life and Work – Modules</b>	<b>Hours</b>
1. Finding balance in your life – work, school, day care and kids	4
2. Picking up the pieces when things fall apart at home	4
3. Picking up the pieces when things fall apart at work	4
4. Connecting to community resources/childcare choices and resources	4
5. Delegating responsibility – creating the “home team”	4
6. Time Management – develop your own time keeper	4
7. Setting personal and professional boundaries	4

<b>D. Money Management – Modules</b>	<b>Hours</b>
1. Bank it! Introduction to Banking How to choose a bank Money matters: how to keep track of your money	<b>4</b>
2. Keep it Safe: Consumer rights Pay yourself first: introduction to savings Dealing with Scams: People who promise to make you rich	<b>4</b>
3. Borrowing Basics: Do I have to pay it back? Loan to Own –What is it going to cost before I borrow?	<b>4</b>
4. Take Credit: Introduction to Credit To Your Credit: How your credit score affects you. Charge: How to make credit work for you	<b>4</b>
5. Own Your Own Home: What home ownership is all about Individual Development Accounts: Too good to miss!	<b>4</b>
6. The “B” Word: Is bankruptcy ever appropriate? Charge: How to make credit work for you.	<b>4</b>