



M-Powered Career Development

HIRED's C2SI Zones

Our goal is to equip clients for quickly entering a career track, so while technical training is occurring, career development skills are also being enhanced. These workshops prepare participants for effectively assessing and communicating employability skills to advance in the manufacturing profession. Together with participants, we will create an efficient and productive preparation plan.

Level 1 Career Development Workshops

Computer Skills: (self-paced)	<ul style="list-style-type: none"> ➤ Keyboarding at 30 wpm ➤ 10 Key at 10,000 kph ➤ Internet exploration * ➤ Microsoft Outlook/emailing * ➤ Microsoft Office: Word (overview) * ➤ Microsoft Office: Excel (overview) ➤ Online career assessment <p style="text-align: center;">* asterisk: optional if Accuplacer score above 50</p>
Job Search Preparation Workshops	<ul style="list-style-type: none"> ➤ Organization / Job preferences ➤ Resume content / Enhancements ➤ Industry / employer research
Leadership / Retention Workshops	<ul style="list-style-type: none"> ➤ Responsibility / Expectations ➤ Communication / Attitude ➤ Budgeting

Level 2 Career Development Workshops

Computer Skills: (self-paced)	<ul style="list-style-type: none"> ➤ Resume formatting ➤ Electronic job applications
Job Search Preparation Workshops	<ul style="list-style-type: none"> ➤ Cover letters / Thank you notes ➤ Networking ➤ Job search methods ➤ Interview questions / techniques
Leadership / Retention Workshops:	<ul style="list-style-type: none"> ➤ Teamwork / Diversity ➤ Work styles / Personality ➤ Conflict Management ➤ Mentoring

M-Powered Program, a joint effort between Hennepin Technical College & HIRED, is funded by the US Department of Labor Hennepin Technical College, an affirmative action, equal opportunity employer and educator.

M-Powered has Veteran preference of admission.

For more information, please visit: www.m-powered.info

