

TRAINING FOR Veterans



THE JOB SEEKER

An Employment Search, Interview, and Retention

Training Workshop Series for the Job Seeker

[VA Facility Code# 25-1760-05](#)

Rehabilitation Plans Succeed when Veteran

GET HIRED



Boot Camp Training for the Job Seeker A in Workshop Format

About This Training Package:

Training for the Job Seeker – Is a Workshop Series designed to give the veteran a thorough understanding of how the proper job search methodology will help in finding and retaining employment regardless of the country's economic conditions.

This training emphasizes on getting the student familiar with current market trends and how they can market themselves in this competitive marketplace. This class will enhance the students skills by imparting knowledge of most commonly used websites, personal networking skills, books, temporary placement agencies and other resources, thereby enabling the students to become more marketable.

The entire Workshop Series - Training for the Job Seeker is “**A Career Development Boot Camp**” made up of the following workshops:

- **Workshop # 1 - Marketing Yourself for Employment 72 hours**

This is a hands on workshop based training designed to give the student a thorough understanding of how a well-planned job search methodology will help in finding a job, getting employed regardless of the country's economic conditions.

Veterans will learn how to make the most of their military/past experience in preparing a powerful and eye catching resume and cover letter, and apply it to their current job search. The student will also learn what to reveal in a resume, and what to keep to themselves. Learn to overcome gaps in work history and age discrimination. Student will learn and improve their interview skills and will become more marketable by knowledge of most commonly used websites, personal networking skills, temporary placement agencies and more.

Cost of Training Courses

- Tuition - \$70 per Hour

The Cost for Books & Supplies will be provided in the confirmation estimate.

- **Workshop # 2 - Job Placement Assistance 36 hours**

This course provides various techniques such as help to brush up on a perfect resume and cover letter. This helps the veteran to locate an employer that matches their job search. It is now more important than ever for the job seeker to develop and to be aware of, and apply the most effective strategies to acquire gainful employment. The veteran will acquire a thor-

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ough understanding of how the proper job search methodology will help in finding and retaining employment regardless of the country's economic conditions. This is an engaging hands-on course.\

Our first step is to give the job seeker a general understanding that if there are so many jobs out there, why is it that the individual job seeker is not able to obtain one job successfully? The entire seminar series will teach participating students skills such as:

- New techniques to find employment
- How to market yourself
- Personal development
- How to overcome today's harsh economic climate
- How to boost your confidence
- Determine your competitive and minimum acceptable salary
- Key ingredients of preparing an eye-catching resume to fit the job you are looking for
- How to access online job websites

Upon the successful completion of the entire seminar series (three courses), the individual job seeker will be emotionally, intellectually, and attitudinally able to obtain gainful employment. Student mindset will be shaped to be a good worker and obey all the employer policies and procedures thereby not only getting employed but also retaining the employment.

First course is a basic essential course for all veterans, whereas, the second course may or may not be required for each candidate. Appropriate recommendation will be provided to counselor based on their performance in the first course.

Counselor can also decide if the client may need any additional help, if so second courses can be added to the 1905 authorization.

VA Approved Course

- All workshops included in this training package have been VA Approved for Veterans participating in The Chapter 31 program.
- Course approval under chapter 31 makes it acceptable for a counselor to enroll veterans in the workshop series using a VA form 28-1905.
- Program students enrolled in the workshop series will be eligible for Subsistence Allowance upon attendance certification by the school.

Recommended Audience

This customized training is designed to provide veterans seeking gainful employment in their chosen career, with the necessary skills needed to find a job. Each student needs to have reasonable computer knowledge

Course Requirements

- Completion of VA Rehabilitation Plan Courses
- Referral to this program by a VA Counselor
- VA Form 28-1905 Signed/Authorized by VA Counselor
- A personal computer with Internet access
- Web Camera
- Knowledge of MS Word
- [Adobe PDF](#) plug-in
- Internet access
- Email Account
- One of the following browsers:
 - Mozilla Firefox
 - Microsoft Internet Explorer (9.0 or above)
 - Google Chrome
 - Safari

Final Report to VA

A final report in the form of a file folder will be provided to the Department of Veteran Affairs, upon completion of the program.

Contents of Report Folder

- List of prospective employers where job was applied and companies with which student was able to acquire job interview.
- Information with whom veteran was able to acquire a job and other pertaining information about the employer.
- Signed receipt of resource kit provided to the veteran including itemized list of workshop contents
- Student initial Resume and cover letter when joined the class and final resume and cover letter upon completion of class.
- Student picture taken at the first day and a student picture taken the last day dressed for a job interview
- Application form, worksheets and other paperwork completed by the veteran during the course of the workshop.
- List of employer web sites provided to veterans to assist in the job search
- Copy of progress report and trainer's remarks for each individual veteran
- Copy of attendance report for each veteran
- Evaluation of the program by each veteran
- Any recommendation on additional training that can help, free repeat offered to the veteran.

