

A Measure of Success:

Career Crash Course for Little Rock Youth



Learn the secrets of success to discovering job opportunities, preparing for the realities of the workplace, and enjoying a great career.

Program Sponsored by:
Department of Community Programs
City of Little Rock
(501) 399-3420 • www.LRDCPCares.org

FRIDAY JUNE 26

Morning Session • 10:30 AM - 12:00 PM

Watch What You Say To Me – Job Conduct

How to conduct yourself in the workplace.

Afternoon Session • 1:00 PM - 2:30 PM

No Flex Zone – Job Attire

What to wear and what not to wear on the job, and how to afford quality clothes.

• **NO CLASSES FRIDAY JULY 3** •

FRIDAY JULY 10

10:30 AM - 12:00 PM

About the Money – Money Management

How to budget the money you make this summer and use it wisely.

1:00 PM - 2:30 PM

Judge Me – Importance of Communication

How to communicate better with your friends, family, supervisors, and on social media.

FRIDAY JULY 17

10:30 AM - 12:00 PM

Moment For Life – Time Management & Goals

Manage your time wisely, set goals and properly prioritize.

1:00 PM - 2:30 PM

Uptown Funk – City Government Structure

The importance of city government, civics structure, and why you should care to know.

FRIDAY JULY 24

10:30 AM - 12:00 PM

Just Give Me A Reason – Successful Interviews

How to answer questions, ask relevant questions, and get the job.

1:00 PM - 2:30 PM

Blank Space – Effective Cover Letters, Resume's and Recommendations

Create a great resume, a well-written cover letter and request recommendations.



WHERE:

**Willie L. Hinton Neighborhood Resource Center
3805 W. 12th Street • Little Rock AR 72204
(501) 379-1500**

FREE LUNCH TO THE FIRST 50 STUDENTS TO ARRIVE

Students who complete all 8 courses will receive an official City of Little Rock Career Training Certificate that can be added to their resumé.