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

Program Sponsored by:
HAD2Graduate &
Department of Community Programs
City of Little Rock
(501) 399-3420 • www.LRDCPCares.org

WHERE: Hall High School – CTE Class • 6700 H Street • Little Rock AR 72205
QUESTIONS?: Derrick Rainey – 501.399.3420 or drainey@littlerock.gov

MONDAY APRIL 15
Morning Session • 10:00 AM - 11:30 AM
If All Starts and Ends With You!
Students will reflect on their skills, personal attributes, and goals to determine which career may be the best fit; Complete Personal Pledge to Succeed

LUNCH PROVIDED (in between sessions each day)

Afternoon Session • 12:00 PM - 1:30 PM
Qualities Of A Good Employee
Students will delve deeper into what makes a good employee, positive work habits, and how to make a good first impression.

WEDNESDAY APRIL 17
10:00 AM - 11:30 AM
Learn The Rules
Students will explore basic, fundamental rules and policies of most workplaces.

12:00 PM - 1:30 PM
Time Management & Goal Setting
Students will learn how to become more effective at work through proper planning and goal setting.

FRIDAY APRIL 19
10:00 AM - 11:30 AM
Creating A Successful Resume
Students will learn how to develop an effective resume and cover letter that leads to positive results.

12:00 PM - 1:30 PM
Teamwork and Collaboration
Students will demonstrate collaboration with team members to accomplish work-based challenges.

MONDAY APRIL 22
10:00 AM - 11:30 AM
Working On My Brand
Students will explore the importance of brand management and how to appropriately use social media to support a professional brand.

LUNCH PROVIDED (in between sessions each day)

12:00 PM - 1:30 PM
Exploring Job Options
Students will learn how to figure out what areas they naturally excel in and then look for job opportunities, including various, non-traditional career fields.

WEDNESDAY APRIL 24
10:00 AM - 11:30 AM
Workplace Communication
Students explore behaviors that inflame conflict and behaviors that lead to a resolution.

12:00 PM - 1:30 PM
Interview Do’s and Don’ts
Students will learn how to best prepare for the interview experience including what to say and what to wear.

FRIDAY APRIL 26
10:00 AM - 11:30 AM
Mock (or Real!) Interviews
Students review soft skills and participate in a mock interview workshop.

12:00 PM - 1:30 PM
Recollect & Reflect
Students will review and discuss the overall course as well as receive constructive feedback on interviews.