

Career Crash Course

For Work Opportunities

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

MONDAY

Morning Session • 10:00 AM - 11:30 AM

What Employers Want - Panel Discussion

Students hear from real employers who explain what they are looking for in an employee and why certain basic skills are important.

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.

TUESDAY

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

Time Management & Goal Setting

Students will learn how to become more effective at work through proper planning and goal setting.

WEDNESDAY

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

Teamwork and Collaboration

Students will demonstrate collaboration with team members to accomplish work-based challenges.

THURSDAY

10:00 AM - 11:30 AM

Learn The Rules

Students will explore basic, fundamental rules and policies of most workplaces.

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.

FRIDAY

10:00 AM - 11:30 AM

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.

12:00 PM - 1:30 PM

Mock (or Real!) Interviews

Students review soft skills and participate in a mock interview workshop.

1:30 PM - 2:00 PM

Recollect & Reflect

Students will review and discuss the overall course as well as receive constructive feedback on interviews.

2:00 PM

Students will receive their official City of Little Rock Certificate of Completion while enjoying a small reception for family and friends.

WHERE: West Central Community Center • 8616 Col. Glenn Road • Little Rock AR 72204

QUESTIONS?: Dana Dossett, Director – 501.399.3420 or ddossett@littlerock.gov