

***The Human Resources Development (HRD) program educates and trains adults through the development of the essential skills needed for securing and maintaining employment or furthering education. Adults enrolling in courses offered through the Human Resources Development (HRD) program may be granted a waiver of registration fees if participants meet the criteria.***

### **Career Training Lab**

Register anytime. This self-paced, self-directed lab provides students with an opportunity to develop employability skills training in the areas of job search, interviews, résumés, computer basics, and the Career Readiness Certification.

### **Computer Skills in the Workplace**

This course will focus on basic computer use skills as it relates to technology in the workplace. Students will learn to create professional documents, while becoming familiar with basic computer skills to assist with employment goals.

### **Computer Use for Employment**

This course will focus on basic computer use skills as it relates to internet awareness, creating professional email accounts, developing basic keyboarding skills, researching labor market information, and accessing governmental and educational resources and services.

### **Don't be Nervous! Control the Interview**

This class provides the job seeker with a sense of control over the interview through the use of two important communication tools: the Positioning Statement and SPAR story. The stories illustrate the result of the applicant's actions and convince the potential employer the applicant will successfully utilize these skills again to benefit them.

### **Employability and CRC Lab**

This is a self-paced class designed to develop employability skills. Students will assess their individual goals, develop a career or educational plan to include job search skills, résumé, and cover letter preparation, and train toward the Career Readiness Certificate. It is an open entry-open exit lab. Enroll today!

### **Enhanced Employment Transition (EET)**

Enhances students' abilities to develop job search strategies/plan, prepare cover letter/résumé/thank you letters, prepare and execute networking, participate in interview exercises, apply dress-for-success standards, and utilize the NC Works Career Center as an essential element of job transition.

### **Get to Work with NCWorks**

This course provides instruction on using NCWorks and will expose students to all its tools and resources. Students will learn how to create a personal profile, create a résumé, search for jobs, find education/training opportunities, evaluate the labor market, and develop a personal virtual recruiter.

### **Job Hunt – Computer Technology**

This course will focus on basic computer use skills as it relates to internet awareness, creating professional email accounts, applying for employment online, and learning technology based job search strategies. Pre-register by contacting the library at (910) 893-3446.

### **Job Hunt – Job Readiness Lab**

This lab provides you with one-on-one assistance to apply for online jobs, create résumés and employment letters, prepare for interviews, improve basic keyboarding skills, and enhance job search strategies. Work at your own pace. Ongoing enrollment. Pre-register by contacting the library at (910) 893-3446.

### **Job Hunt – Résumé Ready**

Learn how to develop a targeted résumé for a specific job or industry and apply for jobs online. Pre-register by contacting the library at (910) 893-3446.

### **Job Hunt – Stress-Less Interviews**

Learn how to present yourself and specific techniques for successful interviews. You will have an opportunity to practice your interview skills with local employers. Pre-register by contacting the library at (910) 893-3446.

### **Medical Office Readiness**

Increase your chances of being hired in a healthcare profession. Professional behavior, communication, and time management skills will be covered in this class.

### **Money Smart**

Having problems stretching your dollars? Do you feel like your money is slipping through an invisible hole in your pocket? This class will cover the basics of the FDIC program, and students will learn about budgeting, credit cards, savings, consumer rights and responsibilities, and more.

### **Social Networking for the Job Hunt**

Use modern, social networking concepts combined with "old-time" concepts and skills – giving you a distinct advantage in today's job market.

### **NC Pathways to Success**

This course provides employability skills training for unemployed and underemployed adults. The class is designed to develop self-confidence and to familiarize participants with the NCWorks Online System and WIA to reach employment goals. Students will be given coaching services and practice on taking the CRC.

### **Pathways to Employment**

This course provides employability skills training for unemployed and underemployed adults. The framework is designed to develop self-confidence and employment skills. Students will learn thinking skills to ensure employment success and will develop an understanding of company needs while becoming the person that companies are looking to hire.

## HUMAN RESOURCES DEVELOPMENT

Course Name	Course #	Hours	Start - End Dates	Day(s)	Time	Cost	Location	City	Building
<b>CHATHAM COUNTY</b>									
Don't Be Nervous: Control the Interview	1765	6	1/12 - 1/14	MW	5:00p - 8:00p	70.00	PMC	Pittsboro	Bldg 41 Rm 224
Employability and CRC Lab	1702	24	2/9 - 3/11	MW	5:00p - 8:00p	70.00	PMC	Pittsboro	NC Works Career Center
Enhanced Employment Transition (EET)	1701	40	2/9 - 4/20	MW	6:00p - 8:00p	125.00	PMC	Pittsboro	Bldg 41 Rm 222
Medical Office Readiness	1705	12	1/6 - 1/9	TWThF	12:30p - 3:30p	70.00	SCC	Siler City	Bldg 46
Social Networking for the Job Hunt	1703	9	1/12 - 1/16	MWTh	5:00p - 8:00p	70.00	PMC	Pittsboro	Bldg 41 Rm 222
<b>HARNETT COUNTY</b>									
Career Readiness & Employment Lab	1878	24	2/9 - 3/30	M	2:30p - 5:30p	70.00	HMC	Lillington	Con Ed Rm 229
Career Readiness & Employment Lab	1879	24	2/6 - 3/20	F	9:00a - 12:00p	70.00	TSEC	Dunn	Rm 102
Computer Use for Employment	1876	57	1/12 - 2/2	M - F	9:00a - 1:00p	180.00	TSEC	Dunn	Rm 102
Computer Use for Employment	1877	57	1/27 - 3/10	TWTh	9:00a - 12:00p	180.00	HMC	Lillington	Con Ed Rm 229
Get to Work with NC Works	1881	20	1/12 - 1/15	MTWTh	9:00a - 1:00p	70.00	HMC	Lillington	Con Ed Rm 229
Job Hunt: Computer Technology	1882	49	1/21 - 3/9	MW	9:30a - 1:00p	125.00	HCL	Lillington	Harnett County Library
Job Hunt: Job Readiness Lab	1883	20	2/18 - 4/22	W	2:30p - 4:30p	70.00	HCL	Lillington	Harnett County Library
Job Hunt: Resume Ready	1884	15	3/16 - 3/30	MW	9:30a - 12:00p	70.00	HCL	Lillington	Harnett County Library
Job Hunt: Stress-Less Interviews	1885	12	4/13 - 4/22	MW	9:30a - 12:00p	70.00	HCL	Lillington	Harnett County Library
Money Smart	1880	30	3/17 - 4/16	TTh	1:00p - 4:00p	125.00	HMC	Lillington	Con Ed Rm 229
<b>LEE COUNTY</b>									
Career Training Lab	1200	245	1/5 - 3/31	MTWTh	9:00a - 2:00p	180.00	WBW	Sanford	Main Bldg Rm 118
Computer Skills in the Workplace	1203	48	1/26 - 3/18	MW	9:00a - 12:00p	125.00	WBW	Sanford	Pod 3B Rm 108B
NC Pathways to Success	1201	24	1/12 - 1/16	MTWTh	9:00a - 2:00p	70.00	WBW	Sanford	Pod 3A Rm 107A
NC Pathways to Success	1201	24	1/12 - 1/16	F	9:00a - 1:00p	70.00	WBW	Sanford	Pod 3A Rm 107A
Pathways to Employment	1202	20	1/20 - 1/23	TWThF	9:00a - 2:00p	70.00	WBW	Sanford	Pod 3B Rm 108B

