



WorkReady Schedule Fall 2015

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>Please note: Attendance at all WorkReady training sessions is mandatory. In rare cases, absences may be excused in advance with the permission of your trainer.</p> <p>Weather Cancellations: If school is cancelled in MSAD 54 (Skowhegan) WorkReady training will also be cancelled. Your trainer will provide details for makeup at the next meeting.</p>				
			<p>September 17, 2015 Mandatory Selection Meeting/Orientation</p> <p>10:15-2:15</p> <p>Waterville Public Library</p>	
<p>September 21, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>September 22, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>September 23, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>September 24, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>September 25, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Mid-Maine Regional Adult Community Education</p>
<p>September 28, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Computer Training 12:30-4:30</p> <p>Waterville Public Library</p>	<p>September 29, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Computer Training 12:30-4:30</p> <p>Waterville Public Library</p>	<p>September 30, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Computer Training 12:30-4:30</p> <p>Waterville Public Library</p>	<p>October 1, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Computer Training 12:30-4:30</p> <p>Waterville Public Library</p>	<p>October 2, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Computer Training 12:30-4:30</p> <p>Mid-Maine Regional Adult Community Education</p>
<p>October 5, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>October 6, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>October 7, 2015</p> <p>WorkReady Training 8:00-12:00</p> <p>Waterville Public Library</p>	<p>October 8, 2015</p> <p>WorkReady 8:00-12:00</p> <p><i>Mock Interviews (9-11)</i> TBA</p>	<p>October 9, 2015</p> <p>WorkReady Completion Celebration</p> <p>Location: Waterville Public Library</p>

Important Contact Information

- Your trainer is **Kathleen Lewia**. You can contact her at 207-634-5051
- This program is delivered by Mid-Maine Regional Adult Community Education -- Hannah Bard-207-873-5754; RSU54/MSAD54 Adult Education - Bill Laney, Director, 474-7553; and Lawrence Adult Education –Deb Bomaster, Director, 453-4200 ext.3115
- KVCAP may provide transportation support. The Employment Services Coordinator is Dana Hamilton. You can contact her at 207-859-1584 or danah@kvcap.org

Fall 2015 WorkReady Information Fact Sheet

What is WorkReady?

WorkReady is a free 60 - hour program that will get you the skills to get that job. Write a resume that gets you noticed! Learn how to answer those tough interview questions! Make a good first impression! In addition, trainees will receive 20 hours of **basic computer skills** to enhance their employability.



When: The Fall 2015 WorkReady program will run September 21, 2015-October 9, 2015

Where: Classes will be held in Waterville at Mid-Maine Regional Adult Community Education & The Waterville Public Library

Cost: No cost to you

Application Process

1. Call your local adult education program to schedule an appointment to complete an application: Mid- Maine Regional Adult Community Education in Waterville (873-5754) or Lawrence Adult Education in Fairfield (453-4200, ext. 3114) or Skowhegan (474-7553).
2. Take the CASAS assessment through your adult education program. This assessment measures your academic skills in reading and math (approximately 8th grade levels required).
3. Following successful completion of the application and assessment, attend the **mandatory** Final Selection Meeting on Thursday September 17, 2015, 10:15AM, at Waterville Public Library.
4. Selection committee meets following the Final Selection Meeting.
5. Notification of acceptance.
6. Classes start Monday, September 21, 2015.

WorkReady Training

Attendance for the entire program is mandatory. Trainees will receive one brief break each day during the course of the training. Trainees are welcome to bring a snack and/or attend to personal issues such as phone calls during that break.

TESTIMONIALS FROM REAL WORKREADY GRADUATES:

“This course taught me that I am a better person and that my past is my past, and I do have the potential to do well in the workplace.”

“The whole program. I never knew I had all of these skills, techniques, and value; my confidence increased and I’m ready to go and start a career with my head held high, and confident I will find a great job.”

“Find out who you are. I found out my strengths and weaknesses. It has made me value my skills I use daily. It has built me some confidence.”