



# WORKFORCE DEVELOPMENT CERTIFICATE PROGRAM

**Workforce Development Certificate Program** :: An eight-week job-readiness program, with sessions beginning the 1st week of each month that the program cycle runs. Participation and completion of this program is required for clients to receive any incentives, or to participate in on-site interviews or job fairs. The Workforce Development Certificate Program class schedule is provided on the opposite side of this paper. **The Workforce Development Certificate Program is offered Monday through Friday from 9:00 AM to 12:00 PM.**

All students who commit to the program are guaranteed job offers. Depending on the individual's goals, clients may be assisted in enrollment in the online High School Diploma/Career Certificate Program. Careers are identified by the State of Ohio as fields with a high demand. All SNAP-eligible participants will receive bus tickets to this program.

**ACT WorkKeys Upskilling** :: Offered on Tuesdays, Wednesdays, and Thursdays from 1:00 PM to 3:00 PM.

*WSCC welcomes all individuals seeking to enter or re-enter the workforce, regardless of education, work experience, or experience with the justice system.*

**If you have any questions or would like to register, please contact Frank Johaneck at 216-631-4741 ext. 167 or [fjohaneck@wsccenter.org](mailto:fjohaneck@wsccenter.org).**



**WEST SIDE  
CATHOLIC  
CENTER**

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[www.wsccenter.org](http://www.wsccenter.org)

*Grounded in faith, hope, love and respect for those we serve, we assist all who come in need of food, clothing, shelter, advocacy and a path to self-sufficiency.*

*In cooperation with:*



| <b>Classes 9:00 am-12:00pm</b>   |  | <b>Week 1</b>  |   | <b>Childcare Assistance Provided</b>                           |  |
|--|--|--|---|--|--|
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Orientation<br>SNAP eligibility<br>Career Assessment                         | Employability<br>Plan/Goal Setting<br>Need<br>assessment/Resources | Emails/ Resume   | Time management<br>and the job search<br>Staying motivated<br>Computer tutoring | Resume review<br><br>Staff final review                        |  |
| <b>Week 2</b>  |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| OMJ/ Digital<br>Literacy   | Trauma   | Cover letter/thank<br>you letter   | How to complete a<br>job application<br>Computer tutoring                       | Communication and<br>conflict resolution                       |  |
| <b>Week 3 *Mentors on site</b>   |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Computer basics<br>Applications<br>WSCC job link                             | Interview prep-30 sec  | Applications<br>Interview attire   | Mock interviews<br>Ques/cards   | How to apply on your<br>phone<br>Social<br>etiquette/workplace |  |
| <b>Week 4</b>  |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Customer service<br>and how to talk on<br>the phone (record)<br>Social media | Credit repair<br>Financial Literacy<br>Bank of America             | Financial Literacy<br>Budgeting<br>Credit Union                                | Financial literacy<br>activity<br>Computer tutoring                             | Career assessment<br>Career exploration                        |  |
| <b>Week 5</b>  |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Self-care<br>Health & wellness   | Anger management<br>Case Studies                                   | 9:00 am- 3:00 pm<br>CVS Training<br>Customer<br>Service/Stock<br>Cash Register | Applications<br>Healthy<br>relationships  | Staffing agency  |  |
| <b>Week 6</b>  |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Applications<br><br>Solid decision<br>making                                 | Interviews/ peers<br>review  | Ohio Mean Jobs;<br>Interview<br>videotaping<br>Dress/Hygiene                   | Applications<br>Interviewing...speed<br>Computer tutoring                       | Employee<br>rights/Safety<br><br>On site employer              |  |
| <b>Week 7</b>  |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Life management<br>Nutritional Budget  | Work<br>culture/practices  | Applications<br>Legal Aid  | Applications<br>Computer tutoring   | Applications   |  |
| <b>Week 8</b>  |  |  |   |  |  |
| Monday   | Tuesday  | Wednesday  | Thursday  | Friday   |  |
| Applications<br>Guest Speaker*<br>Positive attitude                          | Applications<br>Group Discussion                                   | Applications<br>Peer interviews<br>and review                                  | Applications<br><br>Computer tutoring   | Graduation<br><br>On site employer                             |  |

**Afternoons:**

Mon

Serv Safe

**Light Lunch 12:00 pm**

Tues

Terminology; Manufacturing

**Pick two days: 12:30-3:00 pm**

Weds

Serv Safe

Thurs

Work Safety/Intro to blue prints