

Our classes are small so you will receive plenty one-one-one personalized attention in the following job skills.

- General Office
- Hospitality Services
- Retail Services
- Food Service Industry
- Finance - Banking
- Job Preparedness
- Use of Technology

TARGET POPULATION: If you are a junior/senior in high school, out of work, looking for a better job, or simply want to improve workforce skills, this program can help. We will provide you with the interpersonal skills needed to accommodate your on the job training.

ELIGIBILITY REQUIREMENTS:

- Living within the geographical parishes
- High School Juniors and Seniors
- Drop out students ages 17 to 32
- Adults with low-to-moderate household income

Parishes: East Carroll, Madison, and Tensas

Sponsored By:

Louisiana Center Against Poverty, Inc.
Carolyn D. Hunt
Executive Director

*INCREASING ECONOMIC OPPORTUNITIES
AND IMPROVING THE QUALITY OF LIFE
FOR
RURAL NORTHEAST LOUISIANA*

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**Job Preparation and
Development Center (JPDC)**



Developing
Tomorrow's
Workforce
Today...

JOB AND LIFE SKILLS TRAINING

Preparing For Work and a Better Life

Traditional high school or college settings don't focus on interpersonal skills, leaving poor or minority kids who grow up without other support systems at a considerable disadvantage. (Their better-off counterparts at least can pick up some tips from professional or educated family members).

Communication, critical thinking, problem solving, concise writing. These are characteristics that employers say are most important in potential employees and also the most difficult to find across a cross-section of entry-level workers.

Employers say many high-level college graduates can't navigate basic office etiquette. Imagine how much harder it is for even the top graduates of lower-tier high schools. They struggle to find work, not because they can't do the basic job, but because they lack these "soft skills."

(National Journal 2013)



A GOOD JOB CAN CREATE A GOOD LIFE

Working and earning a living can help you support your family, save money for the future and even start your own business. Bringing home a steady paycheck that you earned creates a real sense of pride. No situation in life has to be permanent. You can make a difference. With JPDC, help is here.

PROGRAM HIGHLIGHTS:

The program is centered on three inter-related factors:

- The employment of the workforce in the northern parishes of Louisiana
- The retention of the existing workforce
- A concerted effort to increase skills development for new jobs

The JPDC program is a comprehensive 12-14 week facilitated training focusing on:

- High quality, intensive job-readiness preparation
- Direct one-on-one coaching, mentoring and training
- Assessments of student readiness for employment
- Job Shadowing
- Employer Recruitment
- Follow-up for Job Stability
- Enterprise Development

JPDC offers training in the skills and knowledge that today's employers want and expect. Upon graduation you will be prepared to seek employment. JPDC will assess job readiness and assist in job placement.



COURSES OF STUDY

- Basic Resume Formats
- Creating an Attractive Package
- Preparing Cover Letters
- Networking Skills
- Workplace Life Skills
- Interview Skills – Making an Impact
- Dressing for Success
- Communication Skills
- Presentation Skills
- Coping with Discrimination
- Dealing with Diversity Complaints
- Time Management
- Team Work and Team Building
- Business Ethics
- Customer Service/Hospitality
- Introduction to Management
- Entrepreneurial Training
- Balancing Work Life w/School
- Budget & Money Management

Sometimes we already have the skills needed, but we cannot find a job. Other times, we could use some training in interviewing and job etiquettes that would help us qualify for a better job.

