

## *What is Ready to Work?*

*A free eight-week job training program that teaches the skills required for employment with most businesses and industries.*

*Successful completion of the program results in an Alabama Certified Worker Certificate and a State of Alabama Career Readiness Credential*

*The Ready to Work (RTW) curriculum and materials are developed by the Alabama Industrial Development Training (AIDT) Institute.*



## **Quality Training to Meet Workforce Needs**



# *What's in it for me?*

Take charge of your future...

- Learn how to be successful on the job
- Gain confidence in your skills and abilities
- Improve your earning potential



## *Who can Attend?*

- Individuals with a high school diploma or GED
- Must be actively seeking employment or interested in attending college or advance training classes
- Must submit an application for enrollment



## *Where do I enroll?*

- For Dothan classes, contact Melissa Cole at 334-556-2203
- For Eufaula classes, contact Marcia Hudson at 334-687-3543, ext. 4247

Applications are available at your local Career Center or Wallace Community College Workforce Development Office

Wallace Community College affords equal opportunity to all employees and applicants for admission or employment regardless of race, gender, religion, national origin, age, or disability. WCC will make reasonable accommodations for persons with disabilities.

## *Ready to Work Covers...*

- Computer Technology
- Time Management
- Decision Analysis
- Problem Solving
- Teamwork
- Communication Skills
- Conflict Resolution
- Quality Manufacturing
- Job Search Techniques
- Workplace Ethics and Behaviors
- Resume Development and Interviewing