

## Employability Skills Seminars

Student Services Department

### CAREER & TECHNICAL EDUCATION (CTE)

Employers have indicated that **Employability or Essential Skills**, such as teamwork, effective communication and critical thinking are the most in-demand skills in today's job market. Our rigorous career and technical education (CTE) programs help students develop these transferable skills through hands-on application in our classrooms, labs, and work-based learning (WBL) experiences. CV-TEC utilizes the Employability Skills Framework, along with the input of our business and industry partners to develop real-world relevant workshops and seminars that target these marketable skills.



**! BECOME A CV-TEC BUSINESS AND INDUSTRY PARTNER TODAY!**

***Developing essential employability skills to bridge the work readiness gap!***

## Career Planning Seminar

In this seminar, students will learn the importance and proper steps in the career planning process. They will also complete skills and interest inventories and use that information for targeted career research. An employer informational session will allow students to network with professionals in the field and ask questions from their research. Students will learn more about the companies in our community and the specific requirements for the careers within the industry.

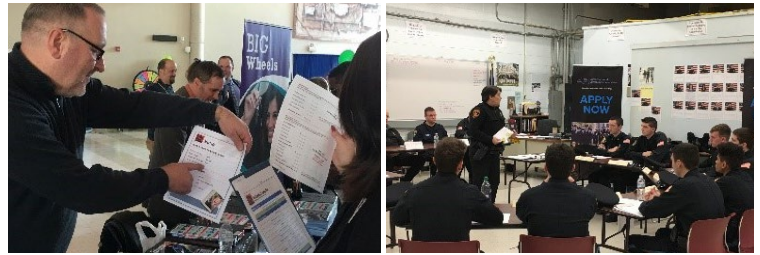
## Financial Literacy Seminar

CV-TEC will provide financial literacy training through targeted lessons that focus on budgeting, savings, investing, credit scores and loans, as well as identity theft. As a culminating project, we will collaborate with our local credit unions and business and industry partners to offer our graduates Mad City Money Reality Fair, a hands-on financial literacy simulation. Students will apply the skills learned in the classroom to create a realistic monthly budget. They will gain a deeper understanding of what it is like to budget for monthly expenses, while managing their debt and saving for the future.

## Job Seeking Seminar

The Job Seeking workshops allow our CTE students to acquire the critical skills needed to be successful in the job seeking process. They will gain experience tailoring their cover letter and resume to apply for posted positions. Students will also learn valuable networking skills, and perfect their elevator pitch. Mock interviews will allow our students to feel confident answering common interview questions, while learning important tips to be able to articulate their skills in a job interview. To culminate these experiences, our CTE students will participate in a Job Fair. This event will allow them to gain access to local organizations/agencies, while previewing and interviewing for summer jobs, internships, and other career opportunities in our area.

## Course Detail



## Employability Skills Workshops

- Customer Service Excellence
- Effective Workplace Communications
- Innovation and Entrepreneurship
- Learning to Lead
- Teamwork for the Trades
- Technology in the Workplace

**CTE students will earn micro-credentials upon completion of each workshop.**



U.S. Department of  
Education Office of  
Career, Technical, and  
Adult Education Division  
of Academic and  
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**CTE STRONG**