

CAPER presents...

# Workforce Readiness: R U READY ?

**Purpose:** To assist juniors and seniors successfully prepare for entry into the workforce.

**Program Topics:**

- Identify need for preparation
- Differentiate between a job and a career
- Find the jobs—job search
- Understand what employers want
- Prepare a Job Kit
- Compose the paperwork—Resume, Cover Letter, Thank You Note
- Know and practice interview skills
- Utilize the Internet

**Logistics:**

- Class period presentation (determined by individual schools)
- 25-50 students per session.
- Setting TBA per school—i.e. classroom, library, conference room or auditorium style.
- AV equipment to be provided and setup by each school: PC computer with Projection ability, microphone if in auditorium.
- Student materials needed: Paper resume/portfolio (if prepared), pens/pencils and paper.
- Packets of resource materials will be distributed by CAPER to all participants.
- Scheduling is first come, first serve on an AM or PM schedule (attached). Scheduling must be done prior to presentation.
- Only one date per high school.

**Scheduling:**

- **To confirm a date:**  
Contact **Brenda Flippo**  
804-690-0090 or [brendaflippo@gmail.com](mailto:brendaflippo@gmail.com)
- **Download Workforce Readiness Presentation Request Form at:**
  - <http://www.reynolds.edu/techprep/signatureinitiatives.htm>
  - Complete form and E-mail to [brendaflippo@gmail.com](mailto:brendaflippo@gmail.com)