

Manitowoc Works



A NEW Training Program Designed to Develop Your Employment Skills!

Manitowoc Works, a new 40-hour, 10-module training program is a collaborative effort by Lakeshore CAP, US Bank, Lakeshore Technical College, Forward Services, The Haven, Catholic Charities, and other contributors.

YOU WILL:

1. Gain knowledge and skills to help you obtain and maintain employment!
2. Take the TABE (Test for Adult Basic Education) math and reading sections, if needed!
3. Receive interview clothing, if needed (and available)!
4. Graduate and receive a completion certificate!
5. Have immediate interviews with participating employers!

THE CURRICULUM

September 17- September 28, 2018 from 9:00 AM - 1:00 PM

Lakeshore CAP, 702 State Street, Manitowoc, 2nd Floor Conference Room

- **Mon, Module 1: *Preparing to Attain Your Job – Part 1* (4 hrs)**
 - *Strengths, skills, ethics, interviewing techniques, resumes, cover letters*
- **Tues, Module 2: *Preparing to Attain Your Job - Part 2* (4 hrs)**
 - *Strengths, skills, ethics, interviewing techniques, resumes, cover letters*
- **Wed, Module 3: *Keeping Your Job* (4 hrs)**
 - *Attendance, company policies & procedures, time management, harassment, teamwork*
- **Thurs, Module 4: *Basic Math, Measurement, Print Reading* (4 hrs)**
 - *Basic arithmetic, mathematical concepts, estimating, measurement, problem solving*
- **Fri, Module 5: *Basic Writing/Reading Comprehension* (4 hrs)**
 - *Understanding what is read, sentence structure, logic*
- **Mon, Module 6: *Resolving Conflict/Working with the Public/Customer Service* (4 hrs)**
 - *Strategies & techniques for listening, problem solving, Do's and Don'ts, resolving issues*
- **Tues, Module 7: *Effective Communication* (4 hrs)**
 - *Active listening, communication, generation gaps, cultures, appropriate conversations*
- **Wed, Module 8: *First Aid/CPR/AED/BBP* (4 hrs)**
 - *Universal precautions, trauma & medical emergencies, CPR, use of AED devices*
- **Thurs, Module 9: *Safety in the Workplace* (4 hrs)**
 - *Safety protocols, Lockout/Tagout, machine guarding, slips & falls, general topics*
- **Fri, Module 10: *Managing Barriers to Successful Employment and Ensuring Your Success!* (4 hrs)**
 - *Budgeting & finance, resources for success, work attendance barriers, shopping & grooming*
- **GRADUATION!**

Complete the application form on the back and return to Lakeshore CAP at 702 State Street, Manitowoc or mail to Bree Siewert, Lakeshore CAP, PO Box 2315, Manitowoc, WI 54221-2315. If you need an application form or if you have questions, please call Bree at 920-682-3737 or email Brees@lakeshorecap.org.

Manitowoc Works

Application



(Please Print)

Name		Date	
Address		Email	
City/State/Zip		Check if you do not have a working email: <input type="radio"/>	
Are you currently enrolled in any of the following programs? (Check all that apply) <input type="radio"/> Forward Services <input type="radio"/> W2 <input type="radio"/> FoodShare/FSET			

(Circle One)

Do you have transportation available to you?	Y	N
Are you familiar with how to use the Manitowoc city bus system?	Y	N
Will you need a workplace accommodation for either this training or for work?	Y	N
Do you have a cell phone that accepts texts?	Y	N
Do you have basic computer skills? (typing, using a mouse, internet navigation)	Y	N
Do you have a basic resume?	Y	N
Do you have a high school diploma, GED or HSED?	Y	N
Can you pass a pre-employment drug screen? (* If No, it does not make you ineligible for program)	Y	N
Have you ever been convicted of a felony? (* If Yes, it does not make you ineligible for program)	Y	N
Are you legally eligible to work in the United States?	Y	N
Do you have any restrictions that prohibit you from working with certain populations?	Y	N
Are you able to attend ALL CLASSES from Sept 17- Sept 28, 9:00 AM - 1:00 PM?	Y	N

What shift(s) can you work?	<input type="radio"/> 1st shift	<input type="radio"/> 2nd shift	<input type="radio"/> 3rd shift	<input type="radio"/> Other:
What shift(s) do you prefer?	<input type="radio"/> 1 st shift	<input type="radio"/> 2 nd shift	<input type="radio"/> 3 rd shift	<input type="radio"/> Other:
Interview clothing will be provided; please provide sizes. Shirt: _____ Pants: W _____ L _____ Dress: _____ Skirt: _____				
How did you hear about Manitowoc Works ?				
<i>Space is limited. Please indicate why you are interested in participating and what you hope to get out of this training:</i>				

Applicant Signature _____

Date _____

Reviewed By _____	Date _____
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