



BLUEPRINT FOR WORKPLACE SUCCESS

JOB PREPARATION TRAINING

**Want to gain practical skills for
landing a job?**

Sign up for

Blueprint I - How to get a job

Designed for entry-level workers who want to gain skills. Learn how to communicate effectively, prepare a resume, how to contact employers and perform an effective interview, time management skills, understanding workplace issues and much more!

**Congratulations!
You've landed the job!**

Sign up for

Blueprint II - How to keep a job

An interactive job retention training class assisting workers to develop skills for success and career advancement. It builds on skills learned in Blueprint I and covers additional topics such as, teamwork and leadership, critical thinking and problem solving, managing conflicts and working in a cultural diverse environment.

For more information:

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<http://www.sbwib.org/blueprint>



A WORKFORCE
DEVELOPMENT BOARD



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of California™