

# Human Resources Development (HRD)

The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace.

All classes in the HRD program are held at the NC Works Career Center, Ford Miller Employment and Training Center, located at 316 Baldwin Avenue.

These classes are offered at no cost to unemployed individuals seeking employment and underemployed individuals who working and meet special income guidelines. If you do not fall in either category, the usual occupational extension fee will apply.

Classes are scheduled on a continuous basis throughout the year.

To register, or for additional class dates and times, call Jimmy Hensley at 659-6001, Extension 140.

Registration for Curriculum Classes Begins August 1<sup>st</sup>.

Classes Begin August 16<sup>th</sup>.

## HRD Classes Offered

### Workplace Computer Literacy

Introduction to computer skills used in employment settings, including Microsoft Office Software. -TBA

### Microsoft Digital Literacy Certificate

Develop basic computer use skills and gain awareness of the role of technology in the workplace and earn a Microsoft Digital Literacy Certificate. -TBA

### Pre-College Training

Review for the required community college placement test and gain the survival skills you need to be a successful student. -TBA

### Career Planning and Assessment

Find out about you, search for the ideal career, and get in touch with the resources to reach your goal. -TBA

### Resume, Interviewing & Internet Job Search

Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your interview; become familiar with application procedure; and do Internet job searches to assist you in locating and obtaining employment.

-August 21-25, M-F, 8:30-11:30 am

### Job Boot Camp!!

Everything you need to get a job in one class! Get a resume, earn your CRC, learn internet job search, complete applications (hard copy and internet), and learn how to ace an interview. -July 31, Monday, 8:30 am or August 7, Monday, 8:30 am

### Career Readiness Certificate (CRC) Prep

Earn a North Carolina Career Readiness Certificate based on the ACT WorkKeys system. It is a portable credential, recognized nationally, that shows employers your skill level in Applied Math, Reading for Information, and Locating Information. Prove to employers you have the skills to do the job by earning a bronze, silver or gold certificate.

-August 14-24, M-Th, 1:00-3:00 pm

### Employability Keyboarding

Elementary keyboarding skills/introduction to computers.

-August 14-18, M-F, 8:30-11:30 am

## Manufacturing Certification



OSHA Safety Certification  
First Aid/CPR Certification  
Career Readiness Certification  
Intro. to Advanced Manufacturing

Plant Tours  
Job Interviews  
On-the-Job Training  
Apprenticeships

Next Class:

**August 28-October 6**

To Pre-Register, contact:

NC Works Career Center at the Ford Miller Employment & Training Center  
828-659-6001, Ext. 137 and 140

