



#### Scope of Work:

Adelante Career Consulting will conduct workshops for the College and Career Readiness Department of Alvord Unified School District.

Job preparedness and soft skills workshops and services aid in supporting participants seeking employment to develop or re-establish skills, attitudes, personal characteristics, interpersonal skills, work behaviors, functional capacities, etc., to achieve positive employment outcomes.

This project will encompass a series of workshops in career preparation, soft skills, LinkedIn, and any additional career development workshops for participants of Alvord Unified School District's College and Career Readiness Program.

#### Workshop and Career Preparation overviews:

1. Introduction
  - a. Introduction of workshop series and overview of how searching for a has changed, conduct class survey to uncover needs. 2 Hour Workshop
2. Career preparedness series
  - a. Resume- Resume building fundamentals to highlight students skills and experience to be competitive in the applicant pool. Explain how recruiters are using Applicant Tracking Systems and how to keywords are used to match a resume the job description. 2 Hour Workshop
  - b. Interview- Provide steps on how to prepare for an interview by researching the organizational goals, values, and mission. Discuss how transferable skills benefit both the student and employer. 2 Hour Workshop
  - c. Job Search Tips and Tools- Describe how the internet provides a wealth of information to aid the job search. Provide information on useful and free websites that can help uncover the hidden job market. 2 Hour Workshop
  - d. Mock Applications and Interviews- Students will participate in completing a mock application and interview. Will provide feedback immediately after mock interview. 2 Hour Workshop



3. Soft Skills
  - a. Teach participants the value of soft skills on the job and how employers use those soft skills in their teams.
4. LinkedIn
  - a. Introduction to LinkedIn and how it helps build a professional brand for participants. Explain how LinkedIn can help participants connect with other peers in their industry and expand their professional network.
5. Office Hours
  - a. Office hours will be held to facilitate one on one conversations with students about their job search and career path. Students will be able to ask consultant specific job search questions, discover transferable skills, practice interview questions, and other job search specific questions.
6. Career and Skills Assessments
  - a. Provide career and skill assessment tests for students that provide insights on career matches based on interests. Assessments and set up fees will be purchased by consultant and reimbursed through monthly billing to Alvord Unified School District.

Additional workshops can be developed in collaboration with the College and Career Readiness Department to meet the needs of participants.

Workshop materials: Adelante Career Consulting will provide all workshop material for participants.

Workshop facilitation: All workshops will be facilitated by Miguel Ramirez-Cornejo. Dates and location to be determined.

Fees: Workshops: \$150 per hour with a two-hour minimum  
Office Hours: \$150 per hour

References:

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