NEED A JOB?

Get prepared with a FREE Workforce Development Course.

Check out the
Ready to Work Program
at Bevill State Community College!

We can help you become
CAREER READY!

- **WorkKeys Certification**
  - Earn the Career Readiness Certificate (CRC)

- **AIDT Training**
  - Workplace Behaviors
  - Computer Training
  - Manufacturing Skills
  - Job Acquisition
  - Customer Service
  - Financial Education
  - Problem Solving
  - Earn the Alabama Certified Worker Certificate (ACW)

The Ready to Work program is operated by the Alabama Department of Postsecondary Education and AIDT.

www.aidt.edu/ready-to-work

Contact Danielle Miles to enroll today!
205-932-3221 ext. 5677
dmiles@bscc.edu

Ready to Work
Bevill State Community College
2631 Temple Avenue North
Fayette, AL 35555

Alabama's Ready to Work program provides trainees the entry-level skills required for employment with most businesses and industries in Alabama.

For more information, please contact:

Danielle Miles, Project Manager
Bevill State Community College
2631 Temple Avenue North
Fayette, AL 35555
205-932-3221 ext. 5677
dmiles@bscc.edu

Essential Requirements for Successful Completion Include:

■ A 95% attendance and punctuality rate.

■ Satisfactory achievement of work ethic, organizational skills, attitude and motivation.

■ Satisfactory achievement of problem solving skills, workplace behaviors, financial education, customer service, computer skills, job acquisition skills and operation skills.

■ WorkKeys Assessments: Applied Mathematics, Reading for Information, and Locating Information.

■ Alabama Certified Worker Examination.

Successful completers earn an **"Alabama Certified Worker"** (ACW) Certificate and a State of Alabama **"Career Readiness Certificate"** (CRC).

Bevill State Community College Ready to Work Program

Ready to Work's workplace environment provides trainees the entry level skills required for employment with most businesses and industries in Alabama. The training curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U.S. Department of Labor's Secretary's Commission on Achieving Necessary Skills (SCANS) Reports.

Ready to Work is operated through Alabama's postsecondary institutions in cooperation with the AIDT. Clients admitted to the program must be at least 16 years of age and be able to read at a 9th grade level. Essential requirements for successful completion include:

1) WORKKEYS CERTIFICATION

Successful completion results in the award of an Alabama Career Readiness Certificate (CRC).
- Attainment of a minimum WorkKeys Assessment Level 3 on Applied Mathematics, Reading for Information, and Locating Information.

2) AIDT CERTIFICATION

Successful completion results in the award of a State of Alabama Certified Worker Certificate.
- A score of at least 70 percent on the Alabama Certified Worker Examination must be made.

Modules Covered in the Training:

Attendance and Punctuality
- 95 percent attendance and punctuality rate

Work Ethics
- Loyalty, Respect, Critical Judgment, Honesty and Diligence

Organizational Skills
- Time Management - Goal Setting, Prioritizing
- Task Oriented - Task Focus and Completion
- Problem Solving - Problem Definition, Information Gathering, Root Cause Analysis, Solution Identification and Implementation
- Conflict Resolution - Conflict Resolution Strategies in Workplace and Team Environments

Attitude
- Workplace Demeanor and Workplace Dress
- Response to Constructive Guidance
- Response to Direction
- Ability to Follow Orders
- Social Skills in the Workplace
- Appreciation of Authority within Workplace Structure

Motivation
- Eagerness to Learn
- Desire to Achieve
- Desire to Excel

Workplace Behaviors
- Diversity
- Sexual Harassment
- Workplace Violence
- Team Member Training
- Work Ethics

Manufacturing
- Precision Measurement
- Principles of Quality Manufacturing
- Lean/JIT Manufacturing
- Workplace Safety

Computer Skills
- Overview of Hardware and System Software
- MS Word 2007
- MS Excel 2007
- MS Powerpoint 2007

Job Acquisition
- Job Application, Resume and Cover Letter
- Job Interview

Customer Service
- Service Delivery
- Team Approach
- Positive Behavior