



INDIANA
WORKFORCE
DEVELOPMENT
AND ITS **WorkOne** CENTERS

July 30, 2008

Dear ATA Employee:

In June, the State of Indiana's Department of Workforce Development was awarded a National Emergency Grant to provide training and workforce investment services to the former employees of ATA Airlines. This grant is designed to assist eligible employees in obtaining long-term employment in high demand occupations in the State of Indiana. **As a former ATA Employee, you may qualify for over \$6,000 in training and services.**

The Department has received information from ATA Airlines that you may be one of the employees in need of such assistance. The purpose of this letter is to advise you of the availability of these special services and to invite you to visit your local WorkOne office to determine your eligibility to participate this program.

While you may obtain assistance at any WorkOne office, we encourage you where possible to visit our new office located at College Park (8910 Purdue Road, Suite 320 Indianapolis, IN; phone 317-228-0682). This office has less traffic than some of the other locations.

Indiana's WorkOne system has many services and products available to assist you in finding long-term employment in a high demand occupation. These include labor market information, job referral and matching services, access to Indiana's premier job matching website -- IndianaCareerConnect.com, skill and career interest assessments, resume development, personal career counseling, skill development courses and specific occupational skills training (this includes assistance in obtaining formal degrees and certifications). Additional assistance may include access to child care, transportation, books, course materials, etc.

The qualification and eligibility determination process is simple and can normally be completed within an hour.

We strongly encourage you to bring this letter with you on a visit to your local WorkOne office in order to start the process of identifying a new, challenging and rewarding career.

Respectfully,

Dale Wengler
Deputy Commissioner
Policy & Field Operations

WorkOne

START HERE...

Today can be the beginning of a new exciting career! WorkOne is here to help you along the way with training and skill improvement. We offer over 700 courses, 25 associate degrees and credentialed training all in high wage/high demand occupations at no charge for eligible customers. Many of our courses are available online and can be accessed 24 hrs a day to work around your busy schedule. At WorkOne, we know you have to balance family and other obligations, which is why you may also be eligible for financial aid to assist you with transportation, childcare and other services that will help you stay focused on your training.

To help you make the right choice, we have comprehensive assessments and career counseling by our professional staff. They can help you build a resume and get it posted fast on IndianaCAREERconnect.com, the State's best and most comprehensive job matching site where thousands of jobs are posted by local employers.

So, now you have a personal invitation. Stop by your local WorkOne office and let us help you begin a new and exciting career today!

Here is just a partial list of associate degree and credential programs that we can help you with!

- Data Processing Technology
- Computer Engineering Technology
- Electrical Engineering Technology
- Industrial Production Technology
- Legal Assistant
- Nursing
- Respiratory Therapy Technology
- Pre-Veterinary Studies
- Occupational Therapy
- Physical Therapist Assistant
- Computer Information Technology
- Insurance and Risk Management in Business Administration
- Operations Management and Analysis in Business Administration
- Logistics
- Surgery Technology, Medical Assisting and Pharmacy Technology
- Health Information Technology
- Architectural and Civil Drafters
- Mechanical Drafters
- Electrical and Electronics Repairers
- Bus and Truck Mechanics and Diesel Engine Specialist

We also offer hundreds of courses that can be accessed from the comfort of your own home (online connection required-slippers optional)

IndianaCAREERconnect.com

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WorkOne

WorkOne Locations

WorkOne Express at College Park

Specializing in services to businesses and experienced workers

8910 Purdue Road, Suite 320
Indianapolis, IN 46268
TTY: 317-228-0682

WorkOne West

805 Beachway Drive, Suite 110
Indianapolis, IN. 46224
317-246-5400
Fax: 317-246-5479
TTY: 317-246-5436
Mon.- Fri. 8:00a to 4:30p

WorkOne East

2525 Shadeland, C-3
Indianapolis, IN. 46219
317-358-4500
Fax: 317-358-4559
TTY: 317-358-4535
Mon.- Fri. 8:00a to 4:30p

WorkOne Ivy Tech

(Main Campus)
101 W. 28th Street
Indianapolis, IN 46208
317-925-2685
Fax: 317-925-5531
Mon. - Fri. 8:00a to 5:00p

WorkOne Ivy Tech

(Lawrence Campus)
9301 E. 59th Street, Room 328
Indianapolis, IN 46216

Fishers Express

10204 Lantern Road
Fishers, IN 46037
Phone: 317-841-8194

WorkOne Shelbyville

2325 Intelliplex Dr. Ste. 204
Shelbyville, IN. 46176
(317) 392-3251
Fax: (317)392-3419
Mon - Fr.: 8:00 AM - 4:30 PM

Franklin Express

600 Banta St.
Franklin, IN 46131-1665
Phone: 317-736-5531
Fax: 317-736-8402
Mon. - Fri. 8:00a to 4:30p

Lebanon Express

125 Lakeshore Dr.
Lebanon, IN 46052
Phone: 765-482-0160
Fax: 765-482-0178
Mon.- Fri. 8:00a to 4:30p

WorkOne Mooresville Express

490 St. Clair Street
Mooresville, IN 46158
Phone: 317-834-3907
Fax: 317-834-4937
Mon.- Fri. 8:00a to 4:30p

Anderson WorkOne

222 E. 10th St. Ste.B
Anderson, IN. 46016
(765)642-4981
Fax: (765)641-6557
Services: All
Mon.- Fri. 8:00a to 4:30p

Greenfield Express

836 S. State St.
Greenfield, IN 46140
Phone: 317-462-7711
Fax: 317-462-6340
Mon.- Fri. 8:00a to 4:30p

IndianaCAREERconnect.com

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WorkOne Services Offered

- Digital Literacy
- Basic Computer Classes
- Adult Basic Education
- GED Classes
- Customer Service Skills
- Resume clinics
- Interviewing Skills
- Job Search
- Completing On-Line
- Employment Applications
- Electronic Job Search
- Myers Briggs Type Indicator
- Networking
- Exploring Career Options
- Job Clubs
- Labor Market Information
- Job Search Resource Library
- Hiring Fairs
- Skills & Interests Assessments
- Referral to Community Resources
- E-Learning Activities On the Job Training
- GED
- Major Opportunities

FAQ's

Q. How do I know if I qualify for the \$6,000?

A. It's simple, just stop by your local WorkOne office for a quick meeting with an Employment Counselor (So you know, Monday mornings are very busy, try another time or better yet, call ahead to make an appointment).

Q. Why did this money become available?

A. Due to the abrupt closure of ATA, Governor Daniels requested a National Emergency Grant that was awarded to the State to help assist former ATA Workers affected by the 03 April 2008 closure.

Q. What type of training and services are available for me?

A. We have over 25 associate degree and credentialed programs for eligible employees to choose from. We also have hundreds of short term classes that are both online or at the WorkOne offices. We have workshops and networking groups that can help you find employment. Bottom line: we will find you skills and training to help you secure a high wage/high demand occupation.

Q. Will all ATA workers get the same amount of money?

A. Not in all cases. Some training programs cost more than others and financial need will be assessed to determine individual funding.

Q. Is it true that I can get help with transportation costs, child care and other services to help me while I am in school?

A. Based on your financial need, you may qualify for services that will support you during your training.

Q. Who do I contact if I have additional questions?

A. First speak to your WorkOne office directly. If you need further assistance, please contact Mickey Kinder 317-232-7358.

Q. Is this grant available for any ATA dislocated worker?

A. This is an Indiana State grant limited to Indiana ATA employees that were displaced on 03 April 2008.

Q. I know coworkers that live in other States, what should they do?

A. Have them contact their local workforce development office for local services.

Q. Can I pursue any degree program?

A. Your local WorkOne office can directly assist you with this question. The grant is designed to support high-wage and high-demand jobs with the goal of helping you obtain a rewarding career. Your education plan must be pre-approved by your WorkOne office.

Q. My degree option may cost more than \$6,000. What are my options?

A. Again, your local WorkOne office can assist with this question. While the grant is limited to \$6,000 per approved training/education plan, you may need to explore other options such as financial aid / student loans, etc. in pursuing your approved plan.

Classes Offered

401(k) Plans
401(k) Plans: 1 401(k) Basics
Access 2000 MOS
Access 2000 MOS: 1 Creating Databases
Access 2000 MOS: 2 Building Tables
Access 2000 MOS: 3 Modifying Tables
Access 2000 MOS: 4 Sorting and Filtering
Access 2000 MOS: 5 Relationships & Queries
Access 2000 MOS: 6 Building Forms
Access 2000 MOS: 7 Producing Reports
Access 2000 MOS: 8 Advanced Tasks
Access 2002
Access 2002: 1 Creating Databases
Access 2002: 2 Building Tables
Access 2002: 3 Modifying Tables
Access 2002: 4 Sorting and Filtering
Access 2002: 5 Relationships & Queries
Access 2002: 6 Building Forms
Access 2002: 7 Producing Reports
Access 2002: 8 Advanced Tasks
Access 2003
Access 2003: 1 Introduction to Access
Access 2003: 2 Designing and Building Tables
Access 2003: 3 Enhanced Tables and Datasheets
Access 2003: 4 Searches and Queries
Access 2003: 5 Advanced Queries and Calculations
Access 2003: 6 Access Report System
Access 2003: 7 The Internet, Forms, and the Analyzer
Access 2007
Access 2007: 1 Introduction to Access
Access 2007: 2 Creating Tables
Access 2007: 3 Working with Tables
Access 2007: 4 Creating Forms
Access 2007: 5 Creating Reports
Access 2007: 6 Creating Queries and Filters
Access 2007 Advanced
Access 2007 Advanced: 1 Expressions and Queries
Access 2007 Advanced: 2 PivotTables, PivotCharts, and Graphs
Access 2007 Advanced: 3 Macros and Data Imports/Exports
Basics of Business Math
Basics of Business Math: 1 Fractions
Basics of Business Math: 2 Decimals
Basics of Business Math: 3 Calculator
Basics of Business Math: 4 Equations
Basics of Business Math: 5 Percents
Basics of Business Math: 6 Reports
Budgeting and Saving
Budgeting and Saving: 1 Confronting Debt
Budgeting and Saving: 2 Eliminating Debt
Budgeting and Saving: 3 Banking Basics
Budgeting and Saving: 4 Choosing Bank Accounts
Budgeting and Saving: 5 Planning Your Retirement
Budgeting and Saving: 6 Making 401(k) Plans Work
Budgeting and Saving: 7 Exploring Investment Options
Building Relationships
Building Relationships: 1 Socializing at Work
Building Relationships: 2 Understanding Behavioral Intentions
Building Relationships: 3 Choosing Your Approach
Business Ethics
Business Ethics: 1 What You Don't Know Can Hurt You
Business Ethics: 2 Everyday Ethical Dilemmas
Business Ethics: 3 Ethical Dilemmas and the Law
Business Ethics: 4 Individual Values; Organizational Values
Career Development (Videos)
Career Development (Videos): 1 Been There, Done That, Now What?
Career Development (Videos): The Influence Edge and Your Career

Coaching (Videos)
Coaching (Videos): Performance Coaching: Career Coaching
Coaching (Videos): Performance Coaching: Collaborating
Coaching (Videos): Performance Coaching: Mentoring
Coaching (Videos): Performance Coaching: Training
Communicating with Power
Communicating with Power: 1 Elements of Powerful Communication
Communicating with Power: 2 Persuasive Appeals
Communicating with Power: 3 Modes of Persuasion
Communicating with Power: 4 Active Listening
Communicating with Power: 5 Resolving Conflict
Communicating with Power: 6 Negotiation
Communication (Videos)
Communication (Videos): Curing Common Meeting Ailments (Interview)
Communication (Videos): Effective Business Writing
Communication (Videos): High Performance Communication
Communication (Videos): Keeping Meeting Participants Awake (Interview)
Communication (Videos): People Styles at Work
Communication (Videos): Resolving Conflict
Communication (Videos): Telephone Etiquette
Communication (Videos): The Influence Edge and E-Mail
Communication (Videos): The People Styles Model
Communication (Videos): Understanding Negotiation
Communication (Videos): Working Wounded: Effective Business Presentations
Communication (Videos): Working Wounded: Giving an Apology at Work
Communication (Videos): Working Wounded: Leading a Successful Meeting
Communication (Videos): Working Wounded: Making Group Decisions
Communication (Videos): Working Wounded: Working Through Conflict
Computer Basics
Computer Basics: 1 Using Your PC
Computing Concepts
Computing Concepts: 1 Types of Security
Computing Concepts: 2 Security Risks
Computing Concepts: 3 Database Basics
Computing Concepts: 4 Selecting Databases
Computing Concepts: 5 Data Processing
Computing Concepts: 6 Managing Data
Computing Concepts: 7 Teleprocessing
Computing Concepts: 8 Transmitting Data
Computing Concepts: 9 Messages
Crystal Reports 8
Crystal Reports 8: 1 Getting Started
Crystal Reports 8: 2 Designing a Report
Crystal Reports 8: 3 Selecting Records
Crystal Reports 8: 4 Sorting and Grouping Data
Crystal Reports 8: 5 Creating Summary Totals, Reports, and Graphs
Crystal Reports 8: 6 Formulas and Functions
Crystal Reports 8: 7 Printing and Exporting Reports
Crystal Reports 8: 8 Linking Tables
Crystal Reports XI
Crystal Reports XI: 1 Navigating the Design Environment
Crystal Reports XI: 2 Selecting Just the Right Data Source(s) for Your Report
Crystal Reports XI: 3 Do It Yourself and Wizard Reporting
Crystal Reports XI: 4 Selecting and Organizing Your Report Data
Crystal Reports XI: 5 Manipulating Your Report Data in Meaningful Ways
Crystal Reports XI: 6 Letting Formulas and Functions Do All the Work
Crystal Reports XI: 7 Creating Dynamic Reports with Parameters
Crystal Reports XI: 8 Formatting Reports that Function and Sizzle
Crystal Reports XI: 9 Making Report Sections Work for You
Crystal Reports XI: 10 Visualizing Your Report Data with Charts and Maps
Customer Service (Videos)
Customer Service (Videos): Building Customer Loyalty
Customer Service (Videos): Building Web Relationships (Interview)
Customer Service (Videos): Creating Customer Value
Customer Service (Videos): Crown Your Customers (Interview)
Customer Service (Videos): Customer Convenience is Key to E-Commerce

(Interview)

Customer Service (Videos): Customer Service Strategy
Customer Service (Videos): Dealing with Customer Complaints
Customer Service (Videos): Delighting Your Customers
Customer Service (Videos): Exceeding Customer Expectations
Customer Service (Videos): Getting to Know Your Customers
Customer Service (Videos): Getting Your Customer Experience Right (Interview)
Customer Service (Videos): Implementing Effective Service Standards
Customer Service (Videos): Keeping Loyal Customers
Customer Service (Videos): Measuring Customer Service
Customer Service (Videos): Profits, Not Promises (Interview)
Customer Service (Videos): Understanding Customer Service
Customer Service (Videos): Working Wounded: Building Relationships with Your Customers
Customer Service (Videos): Working Wounded: Good News About Customer Complaints
Customer Service
Customer Service: 1 Defining Service
Customer Service: 2 Communicating
Customer Service: 3 Fixing Problems
Customer Service: 4 Building a Department
Customer Service: 5 Tools of the Trade
Dealing with Difficult People
Dealing with Difficult People: 1 Managing Against the Odds
Dealing with Difficult People: 2 Consideration
Dealing with Difficult People: 3 Attitude
Dealing with Difficult People: 4 Trust
Dealing with Difficult People: 5 Power
Dealing with Difficult People: 6 Communication
Dealing with Difficult People: 7 Responsibility
Dreamweaver 8
Dreamweaver 8: 1 New Design Tools
Dreamweaver 8: 2 New Application Development Features
Dreamweaver MX 2004
Dreamweaver MX 2004: 1 Interface and Web Page Creation Basics
Dreamweaver MX 2004: 2 Project Planning, Link Creation, and HTML Editing
Dreamweaver MX 2004: 3 Images, Image Maps, and Assets
Dreamweaver MX 2004: 4 Tables, Frames, and Framesets
Dreamweaver MX 2004: 5 Dynamic HTML
Dreamweaver MX 2004: 6 Advanced Behaviors and Forms
Dreamweaver MX 2004: 7 Uploading Projects and Working with Templates
Dreamweaver MX
Dreamweaver MX: 1 Introduction
Dreamweaver MX: 2 Setting Up a Web Site
Dreamweaver MX: 3 Designing the Site
Dreamweaver MX: 4 Adding Graphics
Dreamweaver MX: 5 Tables
Dreamweaver MX: 6 Frames
Dreamweaver MX: 7 Styles and CSS
Dreamweaver MX: 8 Dynamic HTML
Dreamweaver MX: 9 Advanced DHTML
Dreamweaver MX: 10 Multimedia Integration
Dreamweaver MX: 11 Dynamic Web Sites
Dreamweaver MX: 12 Forms and Interactivity
Effective Business Communication
Effective Business Communication: 2 The Planning Worksheet
Effective Business Communication: 3 Writing Skills
Effective Business Communication: 4 Patterns of Development
Effective Business Communication: 5 Letters
Effective Business Communication: 6 Memos, E-Mail, and Other Communications
Effective Business Communication: 7 Reports
Effective Business Communication: 8 Documentation
Effective Presentations
Effective Presentations: 1 Preparing for a Presentation
Effective Presentations: 2 Developing an Effective Message
Effective Presentations: 3 Improving Delivery Skills
Effective Presentations: 4 Using PowerPoint and Other Visuals
Estate Planning
Estate Planning: 1 Starting an Estate Plan
Estate Planning: 2 Sorting Out Your Assets
Estate Planning: 3 Preparing Your Will
Estate Planning: 4 All About Probate

Estate Planning: 5 Considering Your Family
Estate Planning: 6 Taxes to Expect
Estate Planning: 7 Tax Strategies
Estate Planning: 8 Retirement Issues
Estate Planning: 9 Revising an Estate Plan
Excel 2000 MOS Expert
Excel 2000 MOS Expert: 1 Importing and Exporting Data
Excel 2000 MOS Expert: 2 Working with Templates, Links, and Report Manager
Excel 2000 MOS Expert: 3 Formatting, Sorting, and Filtering Data
Excel 2000 MOS Expert: 4 Naming Ranges, Working with Macros, and Customizing Toolbars
Excel 2000 MOS Expert: 5 Validating and Auditing Data
Excel 2000 MOS Expert: 6 Analyzing Data and Using PivotTables
Excel 2000 MOS Expert: 7 Sharing Work and Adding Security
Excel 2000 MOS
Excel 2000 MOS: 1 Working with Cells
Excel 2000 MOS: 2 Working with Files
Excel 2000 MOS: 3 Formatting Worksheets
Excel 2000 MOS: 4 Page Setup and Printing
Excel 2000 MOS: 5 Worksheets & Workbooks
Excel 2000 MOS: 6 Formulas and Functions
Excel 2000 MOS: 7 Charts and Objects
Excel 2002
Excel 2002: 1 Working with Cells
Excel 2002: 2 Working with Files
Excel 2002: 3 Formatting Worksheets
Excel 2002: 4 Page Setup and Printing
Excel 2002: 5 Worksheets and Workbooks
Excel 2002: 6 Formulas and Functions
Excel 2002: 7 Charts and Objects
Excel 2003
Excel 2003: 1 Getting Started
Excel 2003: 2 Creating a Spreadsheet
Excel 2003: 3 Formatting Data
Excel 2003: 4 Editing and Printing Worksheets
Excel 2003: 5 Managing Worksheets
Excel 2003: 6 Charts and Databases
Excel 2003: 7 Hypertext and Tips
Excel 2007
Excel 2007: 1 Getting Started
Excel 2007: 2 Creating a Worksheet
Excel 2007: 3 Formatting Data
Excel 2007: 4 Editing and Printing Worksheets
Excel 2007: 5 Managing Worksheets
Excel 2007: 6 Using Charts and Objects
Excel 2007 Advanced
Excel 2007 Advanced: 1 Filtering and Sorting Data
Excel 2007 Advanced: 2 Using Pivot Tables
Excel 2007 Advanced: 3 Working with Functions
Excel 2007 Advanced: 4 Using Data Analysis Tools
Excel 2007 Advanced: 5 Automating with VBA Macros
Excel 2007 Advanced: 6 Adding Connections and Importing Data
Finance (Videos)
Finance (Videos): Building Budgets That Affect Reality (Interview)
Finance (Videos): Capitalize Your Capital (Interview)
Finance (Videos): Cash Flow Analysis
Finance (Videos): Key Financial Ratios
Finance (Videos): Linking Financial Management with Organizational Goals
Finance (Videos): Understanding Financial Statements
Finance (Videos): Working Wounded: The Budget Blues
Flash 8
Flash 8: 1 What's New to Basic
Flash 8: 2 What's New to Professional
Flash MX 2004 ActionScript 2.0
Flash MX 2004 ActionScript 2.0: 1 Object-Oriented Programming
Flash MX 2004 ActionScript 2.0: 2 Properties and Methods
Flash MX 2004 ActionScript 2.0: 3 Implementing Inheritance and Interfaces
Flash MX 2004 ActionScript 2.0: 4 Inter-Object Communications
Flash MX 2004 ActionScript 2.0: 5 Building User Interface Components
Flash MX 2004
Flash MX 2004: 1 Using the Interface and Importing Graphics
Flash MX 2004: 2 Drawing, Painting, and Using the Library
Flash MX 2004: 3 Creating Animation

Flash MX 2004: 4 Using Shape Tween and Timeline Effects
Flash MX 2004: 5 Using Sound and Layers
Flash MX 2004: 6 Adding Symbol and Buttons
Flash MX 2004: 7 ActionScrip, Behaviors, and Publishing
Flash MX ActionScript
Flash MX ActionScript: 1 Getting Started
Flash MX ActionScript: 2 Directing and Managing Movies
Flash MX ActionScript: 3 Using Variables, Properties, and Functions
Flash MX ActionScript: 4 Creating Objects and Interactive Elements
Flash MX ActionScript: 5 Working with Text, Buttons, and Menus
Flash MX ActionScript: 6 Statements, Expressions, and Testing
Flash MX ActionScript: 7 Adding Advanced Features
Flash MX ActionScript: 8 Finishing Touches
Flash MX
Flash MX: 1 Flash Overview
Flash MX: 2 Animation
Flash MX: 3 Text and Forms
Flash MX: 4 Coordinated Animations
Flash MX: 5 Sound and Music
FrontPage 2000
FrontPage 2000: 1 Creating Web Sites
FrontPage 2000: 2 Building Pages
FrontPage 2000: 3 Working with Images
FrontPage 2000: 4 Adding Spark to Your Site
Fundamentals of Business Management
Fundamentals of Business Management: 1 Management in Perspective
Fundamentals of Business Management: 2 Functions of Front-Line Management
Fundamentals of Business Management: 3 Managerial Finance and Accounting
Global Business (Videos)
Global Business (Videos): Communicating Across Cultures
Global Business (Videos): Global Work
Global Business (Videos): Global Work in China (Interview)
Global Business (Videos): Presenting Globally
Global Business (Videos): The Influence Edge in Cross-Cultural Situations
Grammar
Grammar: 1 Fundamental Sentence Structures
Grammar: 2 Punctuation
Grammar: 3 Complex Sentence Structures
Grammar: 4 Advanced Grammar
GroupWise 5.5
GroupWise 5.5: 1 Getting Started with GroupWise
GroupWise 5.5: 2 Creating and Sending Messages
GroupWise 5.5: 3 Organizing Your Mailbox
GroupWise 5.5: 4 Calendar, Task and Phone Features
GroupWise 5.5: 5 Managing Documents and Folders
GroupWise 5.5: 6 Advanced GroupWise Features
GroupWise 6.5
GroupWise 6.5: 1 Getting Started
GroupWise 6.5: 2 Messages and the Address Book
GroupWise 6.5: 3 Managing Messages
GroupWise 6.5: 4 Calendars and Tasks
GroupWise 6.5: 5 Advanced GroupWise Features
GroupWise 6.5: 6 Managing Documents
GroupWise 6.5: 7 Remote Access and Customing GroupWise
GroupWise 6.5: 8 Mobile GroupWise Access
Home Business
Home Business: 1 Choosing a Home Business
Home Business: 2 Raising Financing
Home Business: 3 Office Management
Home Business: 4 Managing Your Business
Instructional Design
Instructional Design: 1 Process, Needs, and Roles
Instructional Design: 2 Analysis and Objectives
Instructional Design: 3 Design Concepts
Instructional Design: 4 Planning and Implementation
Instructional Design: 5 Evaluation
Internet Explorer 6
Internet Explorer 6: 1 Browsing the Web
Internet Explorer 6: 2 Using Files and Mail
Internet Explorer 7
Internet Explorer 7: 1 Learning the New Interface and Features
Interview Skills

Interview Skills: 1 Getting the Interview
Interview Skills: 2 Preparing Yourself
Interview Skills: 3 Making an Entrance
Interview Skills: 4 Listening & Answering
Interview Skills: 5 Taking the Reins
Interview Skills: 6 Asking Questions
Interview Skills: 7 Opening Interviews
Interview Skills: 8 Tough Interviews
Interview Skills: 9 Following Through
Introduction to PCs
Introduction to PCs: 1 Introducing the PC
Introduction to PCs: 2 Using Your PC
Introduction to PCs: 3 Working with Folders and Files
Introduction to PCs: 4 Inside Your PC
Introduction to PCs: 5 Basic Peripherals
Introduction to PCs: 6 Other Peripherals
Introduction to PCs: 7 Understanding Software
Introduction to PCs: 8 Introducing the Internet
Introduction to PCs: 9 Internet and E-mail Tips
Introduction to PCs:10 Troubleshooting and Tips
Investing Fundamentals
Investing Fundamentals: 1 The Basics
Investing Fundamentals: 2 Organizing
Investing Fundamentals: 3 Stocks
Investing Fundamentals: 4 Bonds
Investing Fundamentals: 5 Mutual Funds
Investing Fundamentals: 6 Planning
Leadership (Videos)
Leadership (Videos): "Show, Don't Tell"
Leadership (Videos): Creating and Communicating Vision
Leadership (Videos): Creating Organizations with Many Leaders (Interview)
Leadership (Videos): Digital Markets (Interview)
Leadership (Videos): E-Business Strategies (Interview)
Leadership (Videos): Leadership in Freaked Out Times (Interview)
Leadership (Videos): Leading into the Future (Interview)
Leadership (Videos): Leading Organizational Transition
Leadership (Videos): Strategic Planning: Establish Processes
Leadership (Videos): Strategic Planning: Implement Initiatives
Leadership (Videos): Strategic Planning: Strategic Alignment
Leadership (Videos): Supporting Innovation (Interview)
Leadership (Videos): Surfer Rules (Interview)
Leadership (Videos): The E-Marketplace (Interview)
Leadership (Videos): The Leadership Challenge: Challenge the Process
Leadership (Videos): The Leadership Challenge: Enable Others to Act
Leadership (Videos): The Leadership Challenge: Encourage the Heart
Leadership (Videos): The Leadership Challenge: Inspire a Shared Vision
Leadership (Videos): The Leadership Challenge: Model the Way
Leadership (Videos): The Power of B-Webs (Interview)
Leadership (Videos): Tilt The Field: Attitude
Leadership (Videos): Tilt The Field: Leadership
Leadership (Videos): Tilt The Field: Perspective
Leadership (Videos): Transform, Don't Conform (Interview)
Leadership (Videos): Value Matters (Interview)
Leading Teams (Videos)
Leading Teams (Videos): Creating Successful Teams (Interview)
Leading Teams (Videos): Developing Successful Teams
Leading Teams (Videos): Successful Geo-Dispersed Teams (Interview)
Leading Teams (Videos): Team Learning (Interview)
Leading Teams (Videos): The Influence Edge and Your Team
Leading Teams (Videos): Virtual Teams
Leading Teams (Videos): Working Wounded: Teams at Work
Lotus Notes 6.5
Lotus Notes 6.5: 1 Mail
Lotus Notes 6.5: 2 Calendar, To Do Lists and Address Books
Lotus Notes 6.5: 3 Databases
Lotus Notes 6.5: 4 Managing and Enhancing Documents
Lotus Notes 6.5: 5 Advanced Notes Features
Lotus Notes R5
Lotus Notes R5: 1 Getting Around in Notes
Lotus Notes R5: 2 Reading and Sending Mail
Lotus Notes R5: 3 Managing Mail
Lotus Notes R5: 4 Using the Calendar
Lotus Notes R5: 5 Meetings & Address Books

Lotus Notes R5: 6 Browsing the Web
Lotus Notes R5: 7 Editing Documents
Lotus Notes R5: 8 Using Document Tables
Lotus Notes R5: 9 File Attachments & Links
Lotus Notes R5:10 Finding and Viewing Data
Lotus Notes R5:11 Replication
Lotus Notes R5:12 Using Notes Remotely
Management (Videos)
Management (Videos): Attracting Key Talent (Interview)
Management (Videos): Bringing The Workplace to Life (Interview)
Management (Videos): Delegation Strategies
Management (Videos): Fire Up and Motivate Your Employees
Management (Videos): Handling Performance Problems
Management (Videos): Interviewing for Organizational Fit
Management (Videos): Interviewing for Success
Management (Videos): Knowledge Management (Interview)
Management (Videos): Making 360 Degree Feedback Work
Management (Videos): Managing Performance
Management (Videos): Managing Telecommuters
Management (Videos): Motivate to Retain (Interview)
Management (Videos): Recruiting Top Talent
Management (Videos): Retaining Top Talent
Management (Videos): Retention for the Long Haul (Interview)
Management (Videos): Succession Planning
Management (Videos): The Costs of Attrition (Interview)
Management (Videos): The Diversity Manager
Management (Videos): Working Wounded: Becoming a New Manager
Management (Videos): Working Wounded: Counseling an Employee
Management (Videos): Working Wounded: The More You Give, The More You'll Get
Management Skills Introduction
Management Skills Introduction: 1 Ready! Set! Manage!
Management Skills Introduction: 2 Motivating
Management Skills Introduction: 3 Planning
Management Skills Introduction: 4 Communication
Management Skills Introduction: 5 Getting Input
Management Skills Introduction: 6 Dealing with Challenging People and Times
Management Skills Introduction: 7 Building Success
Managing Within the Law (Videos)
Managing Within the Law (Videos): At Will Employment
Managing Within the Law (Videos): Complying with ADA Requirements
Managing Within the Law (Videos): Discrimination
Managing Within the Law (Videos): Discrimination (Presentation Style)
Managing Within the Law (Videos): Drug and Alcohol Abuse in the Workplace
Managing Within the Law (Videos): Family and Medical Leave Act
Managing Within the Law (Videos): FLSA & State Wage-Hour Law
Managing Within the Law (Videos): Freedom of Religion in the Workplace
Managing Within the Law (Videos): Freedom of Speech in the Workplace
Managing Within the Law (Videos): Legal Guidelines for Interviewing
Managing Within the Law (Videos): Preventing Sexual Harassment - Manager Version
Managing Within the Law (Videos): Respecting Employees' Individual Rights
Managing Within the Law (Videos): Top Ten Ways for a Manager to Stay Out of Jail
Managing Within the Law (Videos): Working Wounded: Preventing Lawsuits
Managing Within the Law (Videos): Wrongful Termination
Managing Within the Law (Videos): Wrongful Termination (Presentation Style)
Managing Change
Managing Change: 1 Refocusing Yourself
Managing Change: 2 Leading the Team
Managing Change: 3 Working with Individuals
Motivation Methods and Strategies
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Motivation: 5 Building Trust
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Negotiating: 1 Negotiating Techniques
Negotiating: 2 Gaining Control
Negotiating: 3 Closing the Deal

Negotiating: 4 Everyday Negotiations
Office 2000
Office 2000: 1 Getting Started
Office 2000: 2 Editing Text and Printing
Office 2000: 3 Text and Document Formats
Office 2000: 4 Introduction to Word
Office 2000: 5 Introduction to Excel
Office 2000: 6 Introduction to Outlook
Office 2000: 7 Introduction to PowerPoint
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Office 2003 - What's New
Office 2003 - What's New: 1 New Features
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Office 2007: 2 What's New in Word
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Office 2007: 7 Common Tasks
Office XP Upgrade
Office XP Upgrade: 1 Getting Around in the New Interface
Office XP Upgrade: 2 New Options and Tools
Office XP Upgrade: 3 Application Changes
Outlook 2002
Outlook 2002: 1 Navigating in Outlook
Outlook 2002: 2 Reading and Sending Messages
Outlook 2002: 3 Customizing and Organizing Messages
Outlook 2002: 4 Using the Calendar
Outlook 2002: 5 Using Tasks and Notes
Outlook 2003
Outlook 2003: 1 Getting Started
Outlook 2003: 2 Managing Messages
Outlook 2003: 3 Contacts and Calendar Entries
Outlook 2003: 4 Tasks, Notes, and Journal Entries
Outlook 2003: 5 Newsgroups and Outlook Web Access
Outlook 2003: 6 Collaboration and Security
Outlook 2003: 7 Personalizing Outlook and Other Tips
*Outlook 2007
Outlook 2007: 1 Sending and Receiving E-Mail
*Outlook 2007: 2 Managing E-Mail
*Outlook 2007: 3 Creating Contacts and Distribution Lists
*Outlook 2007: 4 Using the Calendar
*Outlook 2007: 5 Setting Tasks and To-Do Items
*Outlook 2007: 6 Staying Safe with E-Mail
Paint Shop Pro 5
Paint Shop Pro 5: 1 Working With Graphics
Paint Shop Pro 5: 2 Enhancing Images
Photoshop 7
Photoshop 7: 1 The Application and Its Elements
Photoshop 7: 2 Opening and Navigating Images
Photoshop 7: 3 Pixels, Image Sizes, and Color
Photoshop 7: 4 Saving and Printing
Photoshop 7: 5 The Paint Tools
Photoshop 7: 6 Modifying Images
Photoshop 7: 7 Cleaning Images and Undoing
Photoshop 7: 8 Making Selections
Photoshop 7: 9 Modifying Selections and Color Filling
Photoshop 7:10 Layers
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Photoshop 7:12 Filters and Color Correction
Photoshop 7:13 Creating Graphics for the Web
Photoshop CS
Photoshop CS: 1 Getting Started
Photoshop CS: 2 Navigation and Layers
Photoshop CS: 3 Selection and Color
Photoshop CS: 4 Paint, Drawing and Text
Photoshop CS: 5 Layer Styles and Filters
Photoshop CS: 6 Adjustment Layers, Tools and Layer Masks
Photoshop CS: 7 Image Output and Web Design
Photoshop
Photoshop: 1 Managing Graphics Files

Photoshop: 2 Colors, Brushes, and Printing
Photoshop: 3 Selecting and Retouching
Photoshop: 4 Text, Fills, and Actions
Photoshop: 5 Using Layers and Plug-Ins
Photoshop: 6 Manipulating Images
PowerPoint 2000 MOS
PowerPoint 2000 MOS: 1 Presentations
PowerPoint 2000 MOS: 2 Layout and Text
PowerPoint 2000 MOS: 3 Graphics & Tables
PowerPoint 2000 MOS: 4 Custom Slides
PowerPoint 2000 MOS: 5 Showing Slides
PowerPoint 2002
PowerPoint 2002: 1 Presentations
PowerPoint 2002: 2 Layout and Text
PowerPoint 2002: 3 Graphics & Tables
PowerPoint 2002: 4 Custom Slides
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PowerPoint 2003
PowerPoint 2003: 1 Introduction to PowerPoint
PowerPoint 2003: 2 Completing the Presentation
PowerPoint 2003: 3 Maximizing Presentation Effectiveness
PowerPoint 2003: 4 Color, Masters, and Templates
PowerPoint 2003: 5 Drawings, Charts, Sound and Video
PowerPoint 2003: 6 Animation, Web Pages, and Collaboration
PowerPoint 2007
PowerPoint 2007: 1 Getting Started
PowerPoint 2007: 2 Developing a Presentation
PowerPoint 2007: 3 Design Elements
PowerPoint 2007: 4 Inserting Shapes
PowerPoint 2007: 5 Formatting Shapes
PowerPoint 2007: 6 Clip Art, Pictures, and WordArt
PowerPoint 2007: 7 SmartArt Graphics
PowerPoint 2007: 8 Charts and Tables
Project 2000 MOS
Project 2000 MOS: 1 Starting a Project
Project 2000 MOS: 2 Scheduling Tasks and Adding Resources
Project 2000 MOS: 3 Managing Work and Multiple Projects
Project 2000 MOS: 4 Using Project Central
Project 2000 MOS: 5 Customizing the Project
Project 2000 MOS: 6 Creating Reports and Exporting Data
Project 2003
Project 2003: 1 Learning the Basics
Project 2003: 2 Setting up a Project
Project 2003: 3 Managing Project Files
Project 2003: 4 Creating a Task List
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Project 2003: 6 Viewing a Schedule
Project 2003: 7 Defining Resources and Costs
Project 2003: 8 Assigning Resources and Costs
Project 2003: 9 Tracking a Project
Project 2003:10 Analyzing Progress and Revising the Schedule
*Project 2007
*Project 2007: 1 Getting Started with Project 2007
*Project 2007: 2 Building a Project
*Project 2007: 3 Setting Up Resources and Establishing Costs
Project Management from a People Perspective
Project Management from a People Perspective: 1 Working Across Departments
Project Management from a People Perspective: 2 Building and Leading a Team
Project Management from a People Perspective: 3 Managing Project Stakeholders
Project Management from a People Perspective: 4 Communicating Effectively
Project Management from a People Perspective: 5 Key Documentation
Project Management from a People Perspective: 6 Balancing Multiple Projects
Project Management Professional Certification 2005
Project Management Professional Certification 2005: 1 Project Management Framework and Initiating the Project
Project Management Professional Certification 2005: 2 Project Planning Processes
Project Management Professional Certification 2005: 3 Project Execution and Quality Management
Project Management Professional Certification 2005: 4 Project Monitoring and Control
Project Management Professional Certification 2005: 5 Project Closing

Project Management Professional Certification 2005: 6 Professional Responsibility
Project Management Professional Certification 2005: 7 Practice Exams
Project Management
Project Management: 1 Project Management Overview
Project Management: 2 Understanding the Project Manager's Role
Project Management: 3 Defining the Problem
Project Management: 4 Determining the Strategy
Project Management: 5 Developing the Work Breakdown Structure
Project Management: 6 Estimating and Scheduling Resources
Project Management: 7 Understanding Scheduling Computations
Project Management: 8 Tracking Project Activities
Project Management: 9 Closing Out the Project
Project Management:10 Formalizing Project Management Standards
Project Management:11 Developing Project Teams
Project Management:12 Ensuring Your Own Effectiveness
QuickBooks 2004
QuickBooks 2004: 1 Setting Up QuickBooks
QuickBooks 2004: 2 Adding Information and Security
QuickBooks 2004: 3 Invoices, Purchases, and Payments
QuickBooks 2004: 4 Timesaving Features
QuickBooks 2004: 5 Recording Inventory and Assets
QuickBooks 2004: 6 Working with Taxes, Equity, and Liabilities
QuickBooks 2004: 7 Extra Features and Reports
QuickBooks
QuickBooks: 1 The First Time in QuickBooks
QuickBooks: 2 Setting Up Accounting
QuickBooks: 3 Entering Historical Data
QuickBooks: 4 Managing Accounts and Lists
QuickBooks: 5 Invoices and Sales Tax
QuickBooks: 6 Paying Bills
QuickBooks: 7 Managing Assets and Reports
QuickBooks: 8 Paying Employees
QuickBooks: 9 Managing Taxes
QuickBooks:10 Online Banking and Budgets
Retirement Planning
Retirement Planning: 1 Money Management
Retirement Planning: 2 Investing
Sales and Marketing (Videos)
Sales and Marketing (Videos): E-Mail Marketing (Interview)
Sales and Marketing (Videos): Guerrilla Marketing
Sales and Marketing (Videos): Guerrilla Trade Show Selling
Sales and Marketing (Videos): Marketing Your Web Site (Interview)
Sales and Marketing (Videos): New Rules of Online Advertising (Interview)
Sales and Marketing (Videos): Sales Skills for Call Centers
Sales and Marketing (Videos): Target Your Market (Interview)
Sales and Marketing (Videos): The Influence Edge and Sales
Sales and Marketing (Videos): Track Selling Step 1: Approach
Sales and Marketing (Videos): Track Selling Step 2: Qualification
Sales and Marketing (Videos): Track Selling Step 3: Agreement On Need
Sales and Marketing (Videos): Track Selling Step 4: Sell the Company
Sales and Marketing (Videos): Track Selling Step 5: Fill the Need
Sales and Marketing (Videos): Track Selling Step 6: Act of Commitment
Sales and Marketing (Videos): Track Selling Step 7: Cement the Sale
Sales and Marketing (Videos): Working Wounded: Closing A Sale
Sales and Marketing (Videos): Working Wounded: Getting Out of a Sales Slump
Sales and Marketing (Videos): Working Wounded: Keys to a Successful Marketing Campaign
Sales and Marketing (Videos): Working Wounded: Making A Gatekeeper an Ally
SAP R/3 Release 4.6
SAP R/3 Release 4.6: 1 Getting Started
SAP R/3 Release 4.6: 2 Using the Task Interface
SAP R/3 Release 4.6: 3 Working with Data in a Task
SAP R/3 Release 4.6: 4 Optimizing R/3 and Getting Help
SAP R/3 Release 4.6: 5 Reporting
Sarbanes-Oxley Act
Sarbanes-Oxley Act: 1 Overview, Disclosures, and Reporting
Sarbanes-Oxley Act: 2 Standards, Regulations, and Penalties
Self-Management (Videos)
Self-Management (Videos): Becoming More Assertive
Self-Management (Videos): Business Protocol
Self-Management (Videos): Creative Time Management for the New Millennium
Self-Management (Videos): Dealing with Non-Stop Change

Self-Management (Videos): Goal Setting and Action Planning
Self-Management (Videos): Leap of Faith
Self-Management (Videos): Self-Motivation Through Self-Talk
Self-Management (Videos): Self-Talk First Aid Kit
Self-Management (Videos): The Dynamics of Self-Talk (Interview)
Self-Management (Videos): The Influence Edge and Change
Self-Management (Videos): The Influence Edge Model
Self-Management (Videos): Working Wounded: Dealing with a Messy Desk
Self-Management (Videos): Working Wounded: Getting More Work Done
Self-Management (Videos): Working Wounded: Office Politics
Self-Management (Videos): Working Wounded: Performance Appraisals
Sexual Harassment in the Workplace
Sexual Harassment in the Workplace: 1 Why Can't We All Just Get Along
Sexual Harassment in the Workplace: 2 Defining Sexual Harassment
Sexual Harassment in the Workplace: 3 Preventing Sexual Harassment
Sexual Harassment in the Workplace: 4 Responding to Sexual Harassment
SharePoint 2003
SharePoint 2003: 1 SharePoint Basics
SharePoint 2003: 2 Standard Libraries and Lists
SharePoint 2003: 3 Advanced SharePoint Features
SharePoint 2003: 4 Site Administration Basics
SharePoint 2003: 5 Advanced Administration Functions
SharePoint 2007
SharePoint 2007: 1 Getting Organized
SharePoint 2007: 2 Managing Documents
SharePoint 2007: 3 Using Libraries and Lists
SharePoint 2007: 4 Creating Pages, Workspaces, and Sites
SharePoint 2007: 5 Integrating with Microsoft Office
SharePoint 2007: 6 Managing Records and Web Content
SharePoint 2007: 7 Using Advanced Features
Six Sigma (Videos)
Six Sigma (Videos): Deployment Roadmap
Six Sigma (Videos): Lasting Six Sigma
Six Sigma (Videos): Six Sigma Fundamentals
Stress Management
Stress Management: 1 Stress on the Job
Stress Management: 2 Resisting Stress
Stress Management: 3 Assertiveness
Stress Management: 4 Coping with Anger
Teams That Work
Teams That Work: 1 Building Effective Teams
Teams That Work: 2 Leading Effective Teams
Time Management Fundamentals
Time Management Fundamentals: 2 Evaluating and Improving Time Management
Time Management Fundamentals: 3 Organizing Tasks and Creating Uninterrupted Time
Time Management Fundamentals: 4 Managing Meetings
Time Management Fundamentals: 5 Managing Workload
Time Management Fundamentals: 6 Managing Time with Co-Workers
Visio 2002
Visio 2002: 1 Using Tools, Commands, Custom Toolbars, and Menus
Visio 2002: 2 Working with Objects and Hyperlinks
Visio 2002: 3 Using the Shape Menu
Visio 2002: 4 Working with Shapes
Visio 2002: 5 Defining and Using Styles, Custom Properties, and Templates
Visio 2002: 6 Working with Pages, Layers, and Stencils
Visio 2002: 7 Working with Data
Visio 2002: 8 Understanding ShapeSheets
Visio 2002: 9 Working with Flowcharts
Visio 2002: 10 Creating Database Models
Windows 2000 Basics - Client
Windows 2000 Basics - Client: 1 Client
Windows XP Upgrade
Windows XP Upgrade: 1 Home Edition
Windows XP Upgrade: 2 Professional
Windows Vista
Windows Vista: 1 Understanding the New Interface
Windows Vista: 2 Using New Features and Applications
Word 2000 MOS Expert
Word 2000 MOS Expert: 1 Page Formatting
Word 2000 MOS Expert: 2 Managing Documents
Word 2000 MOS Expert: 3 Inserting Objects

Word 2000 MOS Expert: 4 Advanced Features
Word 2000 MOS Expert: 5 Workgroups
Word 2000 MOS
Word 2000 MOS: 1 Managing Documents
Word 2000 MOS: 2 Working with Text
Word 2000 MOS: 3 Formatting Paragraphs
Word 2000 MOS: 4 Page Format and Printing
Word 2000 MOS: 5 Tables and Other Objects
Word 2002
Word 2002: 1 Managing Documents
Word 2002: 2 Working with Text
Word 2002: 3 Formatting Paragraphs
Word 2002: 4 Page Format and Printing
Word 2002: 5 Tables and Other Objects
Word 2003
Word 2003: 1 Introduction to Word
Word 2003: 2 Navigating, Editing, and Working with Text Blocks
Word 2003: 3 Spell Checking, Print Preparation, and Other Tips
Word 2003: 4 Formatting Characters, Fonts, Text, and Paragraphs
Word 2003: 5 Formatting Tabs, Pages, and Documents
Word 2003: 6 Styles, Templates, and Formatting Tips
Word 2003: 7 Borders, Tables, and Columns
Word 2003: 8 Lists, Images, and Art
Word 2003: 9 Creating Projects with Word
Word 2007
Word 2007: 1 Getting Started
Word 2007: 2 Typing and Editing Text
Word 2007: 3 Formatting Text
Word 2007: 4 Formatting Paragraphs and Lists
Word 2007: 5 Building Tables
Word 2007: 6 Working with Images
Work and Life Balance (Videos)
Work and Life Balance (Videos): Child Care Selection
Work and Life Balance (Videos): Elder Care Selection
Work and Life Balance (Videos): Embracing New Technology
Work and Life Balance (Videos): Exhausted Single Working Parent
Work and Life Balance (Videos): Financial Planning for Elder Care
Work and Life Balance (Videos): Making a Case to Telecommute (Interview)
Work and Life Balance (Videos): Overload in an Over-Wired World (Interview)
Work and Life Balance (Videos): Telecommuting
Work and Life Balance (Videos): The Moral Dilemma of Success
Work and Life Balance (Videos): The Risks of Job Burnout
Work and Life Balance (Videos): Working Wounded: Connecting With Your Kids When Traveling
Work and Life Balance (Videos): Working Wounded: Information Overload Workplace Environment (Videos)
Workplace Environment (Videos): Computer Comfort
Workplace Environment (Videos): Diversity Effectiveness - An Overview
Workplace Environment (Videos): E-Mail and Internet Privacy at Work
Workplace Environment (Videos): Ethical Decision Making
Workplace Environment (Videos): Ethics in the Workplace - Choose Wisely!
Workplace Environment (Videos): Moving Toward Diversity Effectiveness
Workplace Environment (Videos): Preventing Sexual Harassment
Workplace Environment (Videos): Preventing Sexual Harassment (Presentation Style)
Workplace Environment (Videos): Preventing Violence in the Workplace
Workplace Environment (Videos): Preventing Violence in the Workplace (Presentation Style)
Workplace Environment (Videos): Working Wounded: Overcoming Your Own Bias
Workplace Environment (Videos): Workplace Violence: Ingredients for Disaster Works
Works: 1 Getting Started
Works: 2 Introducing the Word Processor
Works: 3 Formatting Word Processor Pages
Works: 4 Using the Spreadsheet
Works: 5 Managing Spreadsheet Data
Works: 6 Using the Database
Works: 7 Calendar and Cross-Works Tools

American Trans Air
Indiana Department of Workforce Development
 National Emergency Grant
 Educational Benefits and Career Options Event



Date: Friday 15 August 2008
When: 9:00am – 4pm
Where: Ivy Tech Community College
 50 West Fall Creek Parkway North
 Indianapolis, IN 46208
 Phone: 317-921-4800

What to bring/do before:

- Photo ID (driver’s license or passport)
- Visit your local WorkOne to register and apply for the special ATA funding

Objective:

- Understand how the National Emergency Grant affects you...
- Explore available benefits – education and supportive services
- Understand the local career market with high-wage/high demand opportunities
- Build a path of Skills-Security vs. Job-Security

What if I cannot attend? Please contact your local WorkOne office or phone Mickey Kinder, Director, Dislocated Workers, for additional information (317.232.7358)

AGENDA

9:00 – 9:30 am	Registration – Ivy Tech
9:30 – 10:00 am	Overview of National Emergency Grant, related benefits and determine your next-step options
10:00 – 10:15 am	Overview of Educational Tracks: Associate Degrees, Certification Programs, On-line learning (MindLeaders)
10:30 – 11:15 am 11:15 – 12:00 pm 12:00 – 12:45 pm 12:45 – 1:30 pm 1:30 – 2:15 pm	<p>45-minute Breakout Sessions... you will have the opportunity to visit and explore these benefits/programs...</p> <ul style="list-style-type: none"> • <u>Associate Degrees</u>: Explore programs in Health, Business, Information Technology, Human and Social Services and Technology and Engineering • <u>Mind Leaders</u>: On-line learning with hundreds of topics • <u>Certifications</u> (leading to Assoc. Degrees): Technology, I.T., Social Services and more... • ICC – Indiana Career Connect: Your Job search and career research portal • Career and Educational Counselor sessions • Understanding how past skills/careers bridge into high-wage/high-demand opportunities and how to fill any gaps
2:00 – 4:00 pm	<p>For those that determine their next steps with approved programs...</p> <ul style="list-style-type: none"> • Compass – pre-enrollment assessment • Program enrollment process