



**Don't know where to start?
 You've come to the right place.
 Welcome to WorkOne:
 Start Here. Go Anywhere.**

- I want to stop wishing for a better job and a more stable life.
- I want to earn my college or technical degree.
- I want to be able to compete in today's job market.
- I want to move up.

WorkOne
 START HERE. GO ANYWHERE.



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 WorkOne Southern Indiana
 866-948-9675
 www.WorkOneRegion10.com

Participants in all WorkOne programs must be at least 18 years of age and either a U.S. citizen or eligible to work in the United States. Selective service registration required.
 WorkOne Customer Bill of Rights:
 Customers have the right to know their skills.
 Customers have the right to improve their skills.
 Customers have the right to find the best job to match their skills.

WorkOne Programs are Equal Opportunity Programs. Eligibility requirements apply. Auxiliary aids and services are available upon request. For information contact 1-800-437-9136 (voice) or (317) 232-7560 (TDD).



What is WorkOne?

At WorkOne Employment and Training Services our mission is to help job seekers:

- Choose the most rewarding career path
- Build marketable skills
- Gain the best employment possible!

Whether you want to brush up on existing job skills or learn new skills for a job with higher earning potential, WorkOne can help you compete in today's challenging job market and achieve your career goals.

One-on-One Counseling Services

WorkOne will pair you with a career specialist who can help you weigh your options and map out a straightforward and achievable career plan. Our counselors can help you earn your high school diploma or GED, find on-the-job training that pays while you learn, and much more. WorkOne even offers financial aid for in-demand degrees, like Nursing and Information Technology.*

One-on-one counseling at WorkOne is more than just a service; we want to be your friend and partner throughout your career journey. It's the motivation and support you need to get where you want to be.

WorkOne Workshops

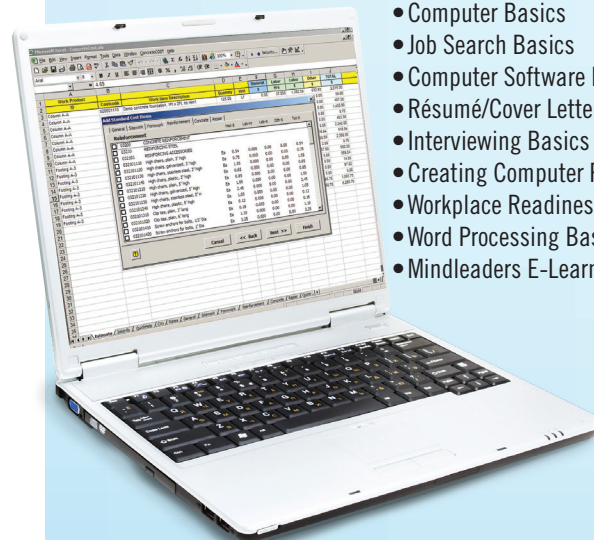
WorkOne offers more than 20 standing monthly courses, covering topics such as:

- Online Job Search through Indiana Career Connect
- Preparing a Résumé
- Interview Practice
- Computer Software Training
- Rosetta Stone Language Training

Talent Development Programs

Our on-site training programs can help you build skills such as:

- Computer Basics
- Job Search Basics
- Computer Software Basics
- Résumé/Cover Letters
- Interviewing Basics
- Creating Computer Presentations
- Workplace Readiness Program
- Word Processing Basics
- Mindleaders E-Learning Courses



Workplace Readiness Program

If you are new to the workplace or have been out of the working world for a few years, you may need some help brushing up on certain skills that will make you more competitive in today's job market. Our Workplace Readiness Program helps you do exactly that — you'll even receive a National Career Readiness Certificate upon completion of the program.

The curriculum includes:

- Basic Computer Skills
- Teamwork
- Business Writing and Résumé Writing
- Business Etiquette
- Communication and Conflict Resolution
- Interviewing Preparation

Don't wait for opportunity to find you. Come to WorkOne, and Go Anywhere!

WorkOne has offices across Southern Indiana, each with a dedicated staff who is ready to help you maximize your potential. Come see us today!



Whether you take just one class or all 20, the workshops at WorkOne are always educational and FREE!

*Based on availability of funding.