



Houston Area
Urban League

Workforce Development & Training

A Quick Guide:

We provide job search skills training and job retention services!

First Step: **EMPLOYMENT ORIENTATION**

Learn how we can help you search for a new or better job.

Wednesdays

9:00 AM – 12:00

Second Step: **Job Club**

- Job Search Techniques
- The Power of Positive Attitude
- Effective Communication
- The Art of Interviewing
- How to Apply for Jobs Online

Fridays 9:00 AM

Occupational Skills Training

NCCER Basic Apprentice Trades Construction Training

Learn basic Construction training in Industrial Insulation, Scaffold Erection, and Industrial Painting

IC3 Computer Fundamentals

Become familiar with basic computer functions such as Windows, internet, email, and keyboarding. Customer Service Cashiering and Employment training.

On-site Resources

- Job Bank & Lead Board
- Computers
- Business Phones
- Laser Printers
- Copy Machine
- Fax Machine
- Scanner
- Interview Clothes referrals
- Transportation Assistance

One-on-One Help

- Resume Development
- Job Coaching
- Mock Interview Practice
- Job Lead Research
- Image Management
- Computer Coaching
- Career Goal-Setting

Hours of Operation

Monday thru Friday 8:30 AM - 4:30 PM

Location

**1301 Texas Avenue Houston, TX 77002
(713) 393-8700 Main (713) 393-8725 Direct**

www.haul.org