



Houston Area
Urban League

Empowering Communities.
Changing Lives.



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

You MUST attend orientation to access services.

Second Step: **Job Club**

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

Mondays 10:00 AM

Occupational Skills Training

NCCER Basic Apprentice Trades Construction Training

NCCER Core Curriculum/Introductory Craft Skills is augmented with the basic training for operation, preventive maintenance and safety. The curriculum consists of Basic Safety, Introduction to Construction Math, and introduction to Hand & Power tools, Material handling and Construction Drawings.

M-F 8:00am - 5:00pm / 3 weeks



On-site Resources

- Job Bank & Lead Board
- Computers
- 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 Thursday 8:30 AM - 4:30 PM

To get assistance finding employment,
You must attend our

Informational Session
Wednesday @ 9:00am

Houston Area Urban League
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