

WorkReadyNH is a practical, tuition-free program designed to meet the needs of job seekers and career builders as well as provide specific skills that employers are looking for in their current and future employees.

"This program helps one to learn many necessary skills for getting, keeping and advancing in a job, from interviewing to communication and conflict resolution. During the program a community is built among the participants, who are diverse in age, background, and experience."

- Barbara J.
WorkReadyNH Graduate



Connect

Facebook @WorkReadyNH
LinkedIn linkedin.com/groups/8203531
Website ccsnh.edu/WorkReadyNH

Increase the skills employers want most.

For more information or to enroll contact your local community college.



Portsmouth & Rochester
workreadygbcc@ccsnh.edu
603. 427. 7636



Laconia
workreadylrcc@ccsnh.edu
603. 271. 6484 X 4426



Manchester & Nashua
workreadymcc@ccsnh.edu
603. 206. 8180



Concord
workreadynhti@ccsnh.edu
603. 271. 6484 x4426



Claremont, Keene, & Lebanon
workreadyrvcc@ccsnh.edu
603. 542. 7744 x5485



Berlin, Littleton, & North Conway
workreadywmcc@ccsnh.edu
603. 342. 3007



in partnership with



WorkReadyNH (WRNH) is a partnership between CCSNH, the NH Department of Business and Economic Affairs and the NH Department of Employment Security and is funded through the NH Job Training Fund.



ccsnh.edu/WorkReadyNH | 603. 230. 3534

Build skills. Build confidence.

Build your career

Looking to enter or re-enter the job market or advance your career? WorkReadyNH can help you meet your goals at no cost to you.



WorkReadyNH



Helping job seekers and career builders succeed.

Build *your* career.

HOW IT WORKS

➤ CLASSROOM

Attend 60 hours of classroom instruction in a simulated workplace setting where you'll learn to practice soft skills.

Topics include:

- Building a Personal Profile
- Showcasing Your Skills
- Employer Expectations
- Communication Strategies
- Critical Thinking
- Problem Solving
- Decision Making
- Building Better Teams
- Customer Service
- Conflict Resolution
- Business Ethics
- Safety in the Workplace
- Workplace Sensitivity
- Personal Brand

➤ ONLINE

Improve essential workplace skills through online, self-paced WorkKeys™ tutorials.

Essential workplace skills include:

- Workplace Documents
- Graphic Literacy
- Applied Math

➤ ASSESSMENT

As part of the program you will be assessed on your ability to practice soft skills and essential workplace skills to earn a WorkReadyNH Certificate and a National Career Readiness Certificate®.

WHAT YOU'LL DO

- ✓ Understand how to better use your personal strengths
- ✓ Improve problem solving
- ✓ Engage in teamwork activities
- ✓ Gain self confidence
- ✓ Work effectively and efficiently
- ✓ Develop and refine professional skills
- ✓ Practice goal setting and time management
- ✓ Sharpen essential workplace skills
- ✓ Learn tips to create a more powerful resume
- ✓ Boost interview skills

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"...a perfect confidence booster."

- John B., WorkReadyNH graduate

Successful participants **EARN** two highly recognized credentials:

➤ WorkReadyNH Certificate

Received from the community college, this credential signals to employers that the graduate has gained the skills employers want most.

➤ National Career Readiness Certificate (NCRC®) issued by ACT®

NCRC® is a portable, evidence-based credential that measures essential workplace skills and is a reliable predictor of workplace success. The competency levels are tied to an extensive database of career profiles.

