



Lives get *changed* here.

**Our mission is to assist individuals, particularly women in transition, to attain and maintain economic self-sufficiency.**

For 30 years, New Directions Career Center (NDCC) has empowered individuals, especially women, to achieve financial stability and independence. Licensed career counselors and a team of knowledgeable staff deliver holistic programming that addresses the needs of each individual.

## PROGRAMS AND SERVICES

### NEW DIRECTIONS

An intensive program for women in career transition designed to reduce barriers to satisfying, long-term employment and assist in developing a career plan that helps you:

- Discover career interests through assessment.
- Identify and challenge barriers to employment.
- Set achievable career goals.
- Make informed career decisions.
- Improve wellness in all areas of life.

Jan. 11 – Feb. 5, 2010  
Feb. 17 – Mar. 12, 2010 \*class begins on Wed.  
Mar. 22 – Apr. 16, 2010  
Apr. 27 – May 21, 2010 \*class begins on Tue.  
June 2 – 25, 2010 \*class begins on Wed.

Four (4) Weeks: Monday – Friday, 9:00 am – 3:00 pm

### CREATING CAREER OPTIONS

A three (3) session career exploration course open to men and women. This program includes personality testing, exploration of career resources, discussions on career values, career interests, and networking, and assistance creating a realistic plan for change.

Monday and Wednesday, 5:00 – 9:00 pm  
Saturday from 9:00 am – 4:00 pm

Feb. 1, 3, 6, 2010  
Mar. 8, 10, 13, 2010  
May 17, 19, 22, 2010  
June 21, 23, 26, 2010

### ADVANCED CAREER TECHNIQUES

#### SESSION 1: RESUMES YOUR WAY

Comprehensive instruction on how to create a resume from scratch; including discussion on eye-catching formats, electronic resumes and incorporating keywords and results into your accomplishments.

#### SESSION 2: JOB SEARCH STRATEGIES

Learn creative job search strategies that can increase your chances of finding a great job, as well as manageable tips to structure and organize your job search.

#### SESSION 3: INTERVIEWING SKILLS AND SALARY NEGOTIATION

Learn how to prepare for an interview and salary negotiations. Discuss different types of interviews and common interview questions, and develop effective answers based on your best accomplishments.

Three, 4-hour sessions  
Monday, Tuesday, Wednesday: 5:00 – 9:00 pm

Feb. 8, 9, 10, 2010  
Mar. 15, 16, 17, 2010  
May 24, 25, 26, 2010  
June 28, 29, 30, 2010



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## **BRIDGING THE DIGITAL AND PROFESSIONAL DIVIDE**

A program designed for job seekers 50-years and older, who want an introduction to technology and communication keys needed to be successful in today's workforce. Class topics include:

- Resume Writing and Effective Interviewing
- Basic Computer Navigation on Windows OS
- Basic Word Processing in Microsoft Word 2007
- Basics of Internet Browsing and E-mail
- On-line Job Searching and Applications
- Professionalism in the Workplace

Jan. 7 – 29, 2010

Feb. 11 – Mar. 5, 2010

Mar. 18 – Apr. 9, 2010

Apr. 19 – May 14, 2010

May 27 – Jun. 18, 2010

\* *This program is not eligible for our sliding fee scale*

\*\* *Days of week vary each month*

Weekdays from 9:00am-1:00pm\*\*

## **INDIVIDUAL CAREER COUNSELING**

Graduates of our programs are eligible to meet one-on-one with a licensed career counselor to discuss occupational questions and challenges. Sessions are designed to meet an individual's specific situation and working pace.

Appointments scheduled Monday—Friday

## **CAREER PLACEMENT**

Graduates of our programs are eligible to meet one-on-one with our Career Placement Specialist to receive help identifying employment, networking and training opportunities that match their individual qualifications and career goals.

## **MONTHLY WORKSHOPS**

Workshops address a variety of career development topics, including financial literacy topics that are relevant to the unemployed, underemployed and newly employed. These programs assist participants as they move through the job searching process, enter employment, and become financially independent and responsible.

Our **Effective Interviewing** workshop is offered for free each month at a Columbus Metropolitan Library Branch. Call NDCC at (614) 849-0028 ext. 100 for upcoming dates and locations, or ask to be added to our e-mail list to receive regular updates about all our programs and services.

**We offer financial assistance for our programs and services. Sliding fee scale, transportation and child care assistance provided based on financial need.**

**Call (614) 849-0028 ext. 100 and ask to speak to a career counselor about our orientation process.**