



**M.A.P.S.** is a program comprised of a series of sessions facilitated over the course of four days. The focus will be on professional development opportunities through a variety of career planning, job seeking, self-evaluation assessments and soft skills.

**DAY ONE Morning**

- Financial Literacy
- Career Cruising

**DAY TWO Morning**

- Effective Communication/ Active Listening

**DAY THREE Morning**

- Understanding Labor Market
- Career Exploration
- Dress for Success

**DAY FOUR Morning**

- Apply key marketing principles (market yourself)
- Better position yourself in the job market

*\*For the best results and to obtain the most value from the program we encourage you to attend all four days.*

**DAY ONE Morning** By attending this workshop, you will receive a complete series of self-assessments/career inventories to help determine your career path. You will determine your learning styles, workforce skills, and abilities. You will also be given financial information which helps maximize your financial situation.

**FINANCIAL LITERACY & CAREER CRUISING**

- Needs Vs Wants
- Budget
- Support Service
- Employment Scenarios

**DAY ONE Afternoon** By attending this workshop, you will receive key strategies for the job application process as well as workintexas.com training to learn how to use the website effectively and optimize your job search.

**JOB APPLICATIONS**

- Keywords
- Applicant Tracking System
- WorkinTexas WIT

**Afternoon**

- Job Applications
- WorkInTexas (WIT)

**Afternoon**

- Excellent Customer Service

**Afternoon**

- Key Components and Strategies of the Interview Process

**Afternoon**

- Resume
- Retention

**DAY TWO Morning**

By attending this workshop, you will build awareness and skill in communication, assertiveness, body language and active listening skills.

**EFFECTIVE COMMUNICATION/ACTIVE LISTENING**

- Time/Stress Management
- Communication Skills

**DAY TWO Afternoon**

By attending this workshop, you will learn that enhanced Customer Service is a needed skill across all job titles and can help retention of the job once it is secured.

**EXCELLENT CUSTOMER SERVICE**

- Diversity & Ethics
- Six Pillars of Character

**DAY THREE Morning**

By attending this workshop, you will receive an Introduction to Labor Market Information(LMI). Building an understanding of LMI as well as workforce trends.

**UNDERSTANDING LABOR MARKET & DRESS FOR SUCCESS**

- Career Planning
- Short/Long Term Goals
- Career Exploration

**DAY THREE Afternoon**

By attending this workshop, you will learn key components and strategies of the interview process, required knowledge and skills necessary to complete a successful interview.

- Elevator Speech
- Interview Tips
- Illegal Questions
- Closing the Interview
- Follow Up
- Mock Interview

**DAY FOUR Morning**

By attending this workshop, you will receive a better understanding of how to use and apply key marketing principles and concepts to better position yourself in the job market.

- Marketing Yourself
- Personal Branding
- Social Media and
- Networking Platforms
- Hidden Job Market
- Networking

**DAY FOUR Afternoon**

By attending this workshop, you will receive information on how to create a quality resume and utilize networking skills to help get your foot in the door for job opportunities and learn the job retention skills necessary to retain employment.

- Resume
- Retention

M.A.P.S. is available at all Workforce Centers except the Northwest Workforce Center

Monday - Thursday Morning Session is 8:30 A.M. to 12 noon Afternoon Session is 1:30 P.M. to 4:00 P.M.

**Workforce Center locations:**

Alliance Opportunity Center  
2421 Westport Parkway, Suite 200 - Fort Worth, TX 76177

Arlington Workforce Center  
Section C at University of Texas at Arlington (UTA)  
140 W. Mitchell - Arlington, TX 76010

Central Workforce Center  
1515 S. Sylvania Avenue - Fort Worth, TX 76111

Mid-Cities Workforce Center  
8701 Bedford Eules Road - Hurst, TX 76053

Northwest Workforce Center  
WSTU Building at Tarrant County College (TCC) Northwest  
4801 Marine Creek Parkway - Fort Worth, TX 76179

Resource Connection Workforce Center  
1400 Circle Drive - Fort Worth, TX 76119



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