

Tri-CAP

WINGS

Women Investigating New Goals & Solutions

Volume 11, Issue 2

**Summer Newsletter
June, July, August
2011**

◆ Pre-Employment Training ◆ A MN Displaced Homemaker Program (DHP)

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Adult Basic Education

Central Minnesota Adult Basic Education helps adults become fully participating, self-sufficient members of our society.

If you or someone you know is looking to improve basic reading, writing, or math skills, earn a GED or high school diploma, improve English language skills, or learn more about parenting, Central Minnesota Adult Basic Education can help.

They offer a flexible schedule of classes designed to fit the lives of busy adults. Support services are also available to

help learners participate in classes and programs.

Some of these include:

Childcare, Transportation, Transitions, Job Searches, Career Exploration

The experienced and talented staff of professionals include licensed teachers, social workers, paraprofessionals, support staff, volunteer tutors, and others. They are there to support you achieve your goals. If you are at least 16 years of age and not currently enrolled in a regular school program,

please call at 320-529-6500, ext. 6202, or e-mail at abe@isd742.org.



Special points of interest:

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What Jobs Can Be Obtained With a High School Diploma?

For those with only a high school diploma or GED, the chances for finding a job might seem bleak. However, the U.S. Bureau of Labor Statistics believes that some of the fastest growing careers through 2016 don't require a degree at all.

While obvious choices for employment could be retail salesperson or cashiers, the truth is that it is possible to start a full-fledged career in a specific field with just a high school diploma.

Here are just a few options:

Home Health Aide
Receptionist
Fitness Trainer
Customer Service Representative
Food Preparation Worker

The Right Words To Get The Job You Want

A job interview is a screening tool. Employers want to know if you will fit in. They are assessing whether they like you and if you are a good match for the position. So How Do You Find And Use The Right Words To Get The Job You Want? Follow These Five Steps Below:

I. Prepare Before You Go

Don't expect to wing it on an interview. Prospective employers expect you to be prepared. Exceed their expectations. Find out everything you can before your interview begins. Start with the company's website. Look for its history, its mission, annual reports, links to news stories and press releases.

II. Showcase Your Abilities Quickly When You Are There

Stories are the best way to show how you have produced results for previous employers because they produce a visual description in the interviewer's mind. If they can see what you've done, then they are more apt to want you to do the same thing for them too.

III. Keep The Conversation Flowing

Sometimes, prospective employers will not know what to say to you. Maybe they haven't had much experience with interviews. Maybe

they are distracted. Yet, they have a big say in whether you are hired or not. If you are faced with this situation, go on the offensive, and take control of the interview. Turn the interview around and ask the interviewer about them-

selves. What do they like or dislike about their position? What skills do they need to make their life easier? Get the conversation flowing.

IV. Ask The Right Questions

Part of the interview is YOUR assessment of the company and the

See "Right Words" page 7



Top Turn-Off for Hiring Managers

It wasn't being late, or even lacking company knowledge that was the biggest complaint. The number one turn-off for hiring managers was poor communication skills, according to a recent survey published in

It is in the shelter of each other that the people live. *Irish proverb*

Staffing Management, a journal of the Society of Human Resource Management. Noted as particularly displeasing were inarticulate answers to interview questions, and vague accounts of past experience.

Ironically, a candidate can and should have the answers to interview questions mastered long before they ever walk into the hiring manager's office. Whether it's an interview for a new job or an internal promotion (Internal hiring is UP! 53% of management jobs are filled from within the company

Difference Between A GED And A High School Diploma

For those without a high school diploma, getting a job and achieving financial security may be difficult. According to research conducted by the U.S. Census Bureau, people who lack a high school diploma earn nearly a quarter of a million dollars less over their lifetimes than those with a diploma. This can have a profound effect on the quality of life they and their families

experience. People often confuse a GED with a high school diploma. They are not the same. A GED requires that a person pass 5 different tests comprising of the core fundamentals taught in high school. Passing the tests can require several hours of study. Earning a high school diploma requires a more regimented set of courses. It usually takes at least 3

years to complete these courses. Though employers typically see a GED and a high school diploma equally, colleges often consider a GED inferior. Though a diploma doesn't guarantee entry into a college, it may provide a significant advantage over a GED when enrolling in competitive universities or certain oversubscribed majors.

3 Ways To Get Your High School Diploma

Millions of people drop out of high school early for a variety of reasons. Often, a lucrative job opportunity pulls them away from their studies. Other times, family obligations may preclude their attending classes. Whatever the reason, many of them wish to pursue their high school diploma years later. Today, there are several ways to earn a diploma:

1. Regular Classes – Some people enjoy meeting in person. They can interact with other students and the teacher in a more intimate environment. To cater to working adults, classes are often held in the evening or during weekends.

2. Correspondence Courses – These courses can be a great alternative for working adults who need flexibility in their schedules. The course work is completed and either submitted by mail or email to the teacher.

3. Online Classes
– For students who are unable (or unwilling) to attend regular classes, yet want a level of inter-



If a relationship has to be a secret you shouldn't be in it.

action with other students and the teacher, online classes may be a good alternative. Most of the class assignments are made available to students online. Once completed, the assignments can be submitted by email. Students and teachers can interact through online chat sessions, videos and discussion forums.

Making The Commitment To Earning Your High School Diploma

While earning your high school diploma isn't easy, doing so offers many benefits. Your poten-

tial lifetime earnings are much higher with a diploma than without. Employers are more likely to hire and promote you if they're confident that you have a firm grasp of your core academic studies. Also, colleges may be more willing to accept you into programs that are impacted. You have many options in pursuing your diploma. Regular classes, correspondence courses and online classes can provide the flexibility you need. In the end, you may find that earning your high school diploma opens several doors of opportunity for you.

Life always gives us exactly the teacher we need at every moment. This includes every misfortune, every red light, every obnoxious supervisor, every illness, every loss, every moment of joy or depression, every addiction, every piece of garbage, every breath.
Charlotte Joko Beck

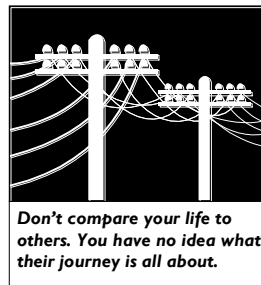
Q & A

When a job application asks your reason for leaving a job and if you were ever fired what is the best way to answer?

Answer

Answer honestly. That's what all employers are looking for. Just because you were fired doesn't

mean you won't get hired. A previous employer can say you were fired. However, They can't state anything more. like why, when, what happened and so forth. Among the specific suggestions:



- ◆ There was no scope for upward mobility
- ◆ Better opportunity
- ◆ Unresolvable conflicts
- ◆ Not enough hours
- ◆ Personality conflicts

Padding a Resume Can Come Back to Haunt You!

Job applicants sometimes exaggerate or even lie on their resumes or job applications in order to get a job. This can lead to the withdrawal of a job offer or being fired if the employer discovers the lie after the employee has been hired. Even if you think that everyone else is doing it, you should not pad your resume. It will more than likely come back to haunt you if you do pad it. If a manager suspects an employee or potential employee of padding a resume or lying on a job application, the manager may get out their phone and call references, check claimed degrees, credentials, writings and awards.

Consequences of Padding

The following are some of the possible consequences of padding your resume:

- ☛ Cause damage to your reputation and ability to succeed on the job
- ☛ Embarrassment when you are caught
- ☛ Assignment to tasks that you do not have the necessary skills to complete
- ☛ May set into motion a series of lies to cover up the initial lie
- ☛ Loss of job

Even if you get hired based on the false information, your new employer can fire you at any time based solely on your misrepresentation of any fact that relates to your ability to perform your job. For instance, you can be fired for:

- ☛ Not reporting a record of prior felony convictions, if asked
- ☛ Claiming fraudulent completion of a college degree or specialized training
- ☛ Not being truthful about being dismissed in a previous job for honesty-related problems, such as stealing or falsifying records

Domestic Violence Information

Domestic violence is what someone says or does over and over again to make you feel afraid or to control you. The Safe At Home (SAH) Program is a Minnesota address confidentiality program that assists survivors of domestic violence, sexual assault, and

stalking by providing a substitute address for people who move or are about to move to a new location unknown to their aggressors. For more information on this program contact the Minnesota Secretary of State at (651) 201-1399 or (866) 723-3035

If we all throw our problems in a pile and saw everyone else's, we would grab ours back.

If you are in danger from domestic violence and need help, call the National Domestic Abuse Hotline at: (800) 799-7233, (TTY: (800) 787-3224) or the Minnesota Coalition for Battered Women at (800) 289-6177.

The Minnesota Domestic Violence Crisis phone number is: (800) 223-1111

Listen up:

When interviewing be very careful to listen to the questions in depth before responding. There is nothing more frustrating than when someone you are interviewing is continually cutting you off and interrupting you. It is

better to always let the interviewer finish their sentences and thoughts before you answer back. People love people who listen to them, and that alone could be your advantage.



How to Make Volunteering Work for You

One of the best ways to take advantage of volunteering and its ability to help you secure a job is by getting involved in a cause that follows your passion. For instance, if you are an animal lover, you might volunteer in some capacity for your local zoo. Or if you enjoy the arts, then you might volunteer for a non-profit organization dedicated to music, art or dance.

You can approach an organization with the skills that you already have under your belt and offer to give them your professional assistance free of charge.

After the word spreads of the charitable giving of your expertise, you may just make some great connections to get you hired at your next employer.

Every person in the middle of a job search knows how difficult it can be to find a job when he has plenty of time available, let alone find one when some of



Believe in miracles.

that job search time is compromised with other activities. But volunteering is different, it can leave you feeling rejuvenated after knowing you've made a difference in someone's life.

So if you want to make the most of your job search, it's a good idea to add volunteering to your "to-do list."

Out of Work For Over A Year? How To Bounce Back.

It happens to the best of us. You hit a bump in the rocky road of your career and find yourself out of work for longer than you'd like. Being out of work for an extended period of time does more damage

It's never too late to have a happy childhood. But the second one is up to you and no one else.

than just a gap in your resume. It affects your self esteem, how you view yourself, and what you believe you can bring to the table. Everyone has doubts at some point in their career; this is your time. Know that

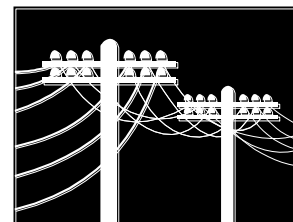
you can and will get past this bump. *So How Do You Bounce Back? try These 5 Steps:*

- 1. Remind Yourself That This Is A Moment In Time.**
- 2. Reacquaint Yourself With Your Accomplishments.**
- 3. Create In Your Mind What You Want To Happen Next.**
- 4. Don't Give Up.**
- 5. Believe In Yourself.**

Sit Up:

When in an interview it is very important to watch your body language - sometimes your body language speaks louder than your answers. Make sure your not chewing gum or eating mints – also make sure not to fidget with jewelry, phones or pens and paper. Make sure the

interviewer sees you as being engaged in the interview, confident and enthusiastic about the opportunity. Keeping your nerves in check may be hard - but it may be the difference in landing the job.



Whatever does not kill you really does make you stronger.

Bridge to Benefits

Could you benefit from:

- Free or low-cost healthcare?
- Help paying for childcare?
- A larger tax refund?
- Free or reduced cost school meals?
- Money to help buy food?
- Help paying your energy bills?

Bridge to Benefits is a multi-state project by Children's Defense Fund to improve the well-being of low-income families and individuals by linking them to public work support programs and tax credits. A core

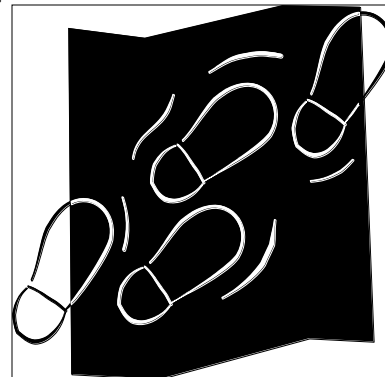
component of the project is an online screening tool designed to help families and individuals understand if they are eligible for seven public work support programs and two income tax credits. Work support programs and tax credits were implemented by federal and state governments to help

low-income workers meet basic needs. Yet, thousands of eligible families are not participating in these programs or claiming the

tax credits that could provide increased economic stability for their families.

Go to: www.bridgetobenefits.org

to find out what you may qualify for, how and where to apply.



see what you may qualify for!

- Do you and everyone who lives with you get SSI or MSA?
 - Yes
 - No
- Is your monthly net income below the income guidelines (see guide)?
 - Yes
 - No
- Do you get either Transition Year Child Care or Basic Sliding Fee Child Care assistance?
 - Yes
 - No
- Do you participate in the Diversionary or Work Benefit Work Program (DWP) or (WB)?
 - Yes
 - No

If you can answer YES to these questions, you may qualify for Food Support.

To find out where to apply for Food Support, contact your County Human Services Office or call Tri-CAP
(320) 251-1612 Or (888) 765-5597

Income guide for support.

Use the total number of people who live with you and your monthly income before taxes:

# of People	Monthly income (before taxes)
1	\$1,490
2	\$2,004
3	\$2,518
4	\$3,032
5	\$3,547

Handling Resume Problem: Too Few Achievements

Fudging achievements is one of the top embellishments jobseekers do to enhance the wow of their resumes. You might be tempted to apply the fudge factor and take claim to accomplishments that actually belong to another ... or don't exist at all. Don't do it. Your resume must be 100% accurate in every way. You wouldn't want to lose a job to a liar, so don't force someone else to do the same. The best way to

apply more achievements is to focus on the big picture of your department or company. Possibly, you assisted the team with achieving a sales goal or securing that million-dollar client. Key accomplishments can be small, yet have a big impact. For example: Provide ad-



Your resume must be 100% accurate

ministrative guidance to revamping and integration of the incentive program used for the SE region; program added \$1.2 million in new sales and was later introduced to national and international facilities.

Take Control Over Your Money

Tri-CAP's Financial Fitness program is designed for people who have trouble achieving and maintaining a checking account at mainstream financial institutions. With funding from the United Way of Central Minnesota, our goal is to help people increase their financial knowledge and gain control over their financial situations.

We offer a 4 hour class to interested individuals. After completion of the class, participants who are willing to enter the program will be given \$25 to open a bank account. They will continue ongoing financial counseling, with emphasis on credit repair and maintaining a household budget. After 6 months of meeting with a counselor monthly and systematic savings, each participant will receive another \$25 in their account.

The 4 hour Financial Fitness course will focus on:

Budgeting

- Creating and sticking to a budget
- Tracking spending
- Recognizing spending leaks
- Reducing expenses

Saving

- Paying yourself first
- Establishing an emergency fund

Credit Repair

- Reading credit reports
- Improving credit scores
- Debt reduction plans
- Identifying credit scams

Banking

- Working with banks and credit unions
- Reading bank statements
- Keeping an accurate and balanced checkbook



To learn more or sign up for the program

Contact

Molly A. Ludwig, Tri-CAP

320-257-4510-or-888-765-5597

Right Words from page 2

position. Just as the interviewer is assessing you, you are doing the same. Learn enough to determine if the job and company is a match for you.

Questions are your pathway to information about the environment and the culture.

V. Follow-Up

It's acceptable to ask a potential employer if you can follow-up with them and when would be an appropriate time for doing so. It shows that you care about the position and about work-

ing there. Create a follow-up plan. Write the date and time for your next contact with the employer. Be sure you follow through. Your attitude and actions, from the time you first learn about an opportunity, until you get it, sets the tone for the type of individual you are, and what others can expect from you.

Is the job and company the right one for you?

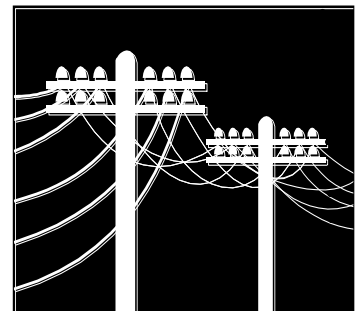
Do You Really Need a Resume?

Let's get right to the point -- **Yes, you really do need a resume** and it better be a good one. A resume is the career version of the "Get Out of Jail" card in a Monopoly game. If you don't have one, you may be doomed to sit in that same go nowhere job while your friends and co-workers merrily

skip past you to new opportunities and brighter futures.

Too simplistic? Not really. Without a resume, companies have no idea that you exist. You may be a whiz on the computer, the best salesman who ever lived, or a dynamite CEO, but without a professional

resume highlighting your accomplishments and achievements, you may as well be invisible!



Achievers have an attitude of expectancy. They minimize their losses. They do not grieve over failures or what might have been. Achievers look around the corner in anticipation of the good things that still await them. *Allan Cox*



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Our Mission:

The mission of Tri-CAP is to expand opportunities for the economic and social well-being of our residents and the development of our communities.

Our Vision:

The vision of Tri-CAP is to provide services and programs that empower residents of our area to successfully achieve their goals of economic self

DHP/WINGS Advisory Board

- ✦ Margaret Bushinger - Anna Marie's, ✦ Pam Froelich - DOMUS Transitional Housing,
- ✦ Donna Geislinger- Stearns County Human Services, ✦ Kelly Gerads - DEED/State of MN, ✦ Pam Hays - Pine Technical Employment & Training,
- ✦ Sherri Verdon- Tri-CAP/WINGS, ✦ Lila Kalla - Central Minnesota Jobs & Training Services,
- ✦ Andrea Kroll - Stearns - Benton Employment & Training, Council, ✦ Linda Maron - Reach-Up, Inc, ✦ Tiffany Platz - Express Employment Professionals, ✦ Keri Raiber - New Beginnings
- ✦ AlicCarol Belling- Journey Home, ✦ Patrick Shepard - Tri-CAP/WINGS, ✦ Joan Steele - Tri-CAP/WINGS

*If you are interested in representing your agency on the DHP/W.I.N.G.S. Advisory Board please contact Patrick Shepard, Family Resources Director at:
 320-257-4501 or 888-765-5597*

SPOTLIGHT on SATELITE SERVICES
“Minnesota WorkForce Center”

WorkForce Centers are a collaboration of partners, including the Minnesota Department of Employment and Economic Development (DEED) and local community agencies. People seeking work, businesses seeking employees, students, and those looking for a first job or returning to the workforce, will find services to meet their needs, offered at no cost. Each WFC houses a Resource Area that operates similarly to a public library.

WorkForce Centers are "one stop shops" that assist people with various aspects of career planning and job searching. Any Minnesota job seeker or career

explorer can benefit from the services and resources offered at WorkForce Centers statewide. Career counselors and other staff trained to help you find the resources and services you need. Classes and workshops to help you with job searching and career planning. Contact your local WorkForce Center for details and schedules. Free assessments and other tools to help you make informed career decisions. Free access to computers, the Internet, laser printers, fax machines, copiers and telephones for job search related activities. Assistive technology options for people with disabilities. Access to wage and em-

ployment information. Information about community support services, employment training programs, education and financial aid. Minnesota Veterans Programs have a variety of services designed to assist veterans in searching for employment.

