



Changing one STEP at a time

Summer Training and Education Programs

Free classes held at the

First Presbyterian Church - Library
406 Grant Street, Wausau, WI

Classes held from 1:00PM to 3:00PM

Learn about:

- Computer Skills
- Health Care
- Employment Skills
- Interview Tips & Tricks
- & more!

For a full list of classes visit UnitedWayMC.org



	STEP Sessions	Time	Date
Week 1			
Monday	Introduction to STEP	1-2 pm	22-Jul
	Soft Skills/Employment Skills (Job Center)	2-3 pm	
Wed	Computers 101 (Job Center)	1-2 pm	24-Jul
	Job Search Basics/Checklist (FSET)	2-3 pm	
Week 2			
Monday	Email Etiquette (Job Center)	1-2 pm	29-Jul
	Topic to be determined (NCCAP)	2-3 pm	
Wed	Resume Do's & Don'ts (Job Center)	1-2 pm	31-Jul
	Local Labor Market (FSET)	2-3 pm	
Week 3			
Monday	Job Search Techniques (Job Center)	1-2 pm	5-Aug
	Topic to be determined (NCCAP)	2-3 pm	
Wed	Transferable Skills (Job Center)	1-2 pm	7-Aug
	Problem Solving and Job Retention Skills (FSET)	2-3 pm	
Week 4			
Monday	Avoid Application Errors (Job Center)	1-2 pm	12-Aug
	Rent Smart - Part 1 (UW Madison-Extension)	2-3 pm	
Wed	Successful Interviewing (Job Center)	1-2 pm	14-Aug
	Wheels to Work/Commute2Careers (FSC/WATEA)	2-3 pm	
Week 5			
Monday	Networking (Job Center)	1-2 pm	19-Aug
	Rent Smart - Part 2 (UW Madison-Extension)	2-3 pm	
Wed	Communication-Customer Service (Job Center)	1-2 pm	21-Aug
	Metro Ride	2-3 pm	
Week 6			
Monday	Social Media (Job Center)	1-2 pm	26-Aug
	First Impressions (FSET)	2-3 pm	
Wed	Personality Exercises (Job Center)	1-2 pm	28-Aug
	Topic to be determined (NCCAP)	2-3 pm	
Week 7			
Monday	Labor Day - No classes		2-Sep
Wed	Health Care (Bridge Community Health Clinic)	1-2 pm	4-Sep
	NTC Financial Aid and Overview of Programs	2-3 pm	
Week 8			
Monday	Criminal Record-Background Checks (Job Center)	1-2 pm	9-Sep
	The Joseph Project	2-3 pm	
Wed	Budgeting and Credit (Catholic Charities)	1-2 pm	11-Sep
	Program Recap	2-3 pm	