

ZONE



2021

ESSENTIAL *Skills*

A six-week Core Employment Skills
Course @ Northeast Community Center

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COURSE COMPONENTS

12 hours/week Oct 4th - Nov 18th

Community Building
Career Exploration
Trauma Informed Parenting
Managing Stress
Communication and Interpersonal Skills
Mindfulness
Career Sampler Series
Wrap around funding and continuing education supports
Digital Literacy
Website Design
Resume building
Cover letters/on-line job application platforms
Emotional Intelligence
Personal and workplace finance
Budgeting coaching
Workplace and Social Media etiquette
LinkedIn Profiles
Headshots and Interview apparel
Confidence and Women's Leadership
Mock Interviews
Optimism, Ambition, Kindness & Bravery -ALPHY

OPTIONAL COMPONENTS

Financial Coaching
Personal Coaching
Paid Internships
1:1 Mentoring for a year

PROJECT OVERVIEW

Join other Moms...

Gain Confidence & Skills

Work with other moms and gain coaching and training that will prepare you to enter the workforce or further education. You'll be able to showcase your skills and have what it takes to succeed on the job once you've been hired.

Access Careers & College

Access extensive career exploration opportunities throughout this course with support to discover your passions and strengths. Get help to access additional certifications and education.

Completion of this 6 week course will provide you with a paid internship up to 60 hours

Use your Wisdom

As a parent you know that balancing the needs of your children and career are important...and a struggle. Practice and guidance on how to use your unique qualities and experiences are built into this course. **Childcare provided if needed**

The Essential Skills Program was developed to provide the knowledge and tools necessary to apply for a job or training program. So much in today's workforce is assumed, ex: Microsoft Outlook including calendaring, invites, and email protocols, in addition to basic computer literacy which now includes Zoom.

The curriculum builds self-confidence through career exploration, matching aptitudes, interests, and a clear path to a family wage career be it through continued education or an entry level position. Designed for single moms below the poverty line, wrap around supports including childcare, transportation, laptops while in the program, new interview and internship clothes, and financial literacy to be able to navigate paystubs, auto-deposits, and taxes are included.





ESSENTIAL SKILLS 2021

Through the experience of headshots, mock interviews, career assessments, shopping for internship outfits, and discussions about females in the workplace, a camaraderie and bond was formed between participants that has continued after the course concluded. Participants now have LinkedIn and Alphy profiles and communicate through these outlets to stay connected and encourage each other's growth.

An example of why this unique program format was so successful is the mentoring involved in resumes. These moms had 1:1 support to message their experience, paid or unpaid, pre or during the pandemic, to showcase their skills in a translatable way to the workforce that would otherwise be intangible.

After Essential Skills one participant has already secured a job, two are pursuing paid internships, one has enrolled at Spokane Community College, one wants to start her own on-line business, one is pursuing on-line technology credentials, and one is seeking a volunteer position with autistic children to understand if this is the direction she wants to go. Two participants were currently employed in low wage positions seeking information about future options to support their families.

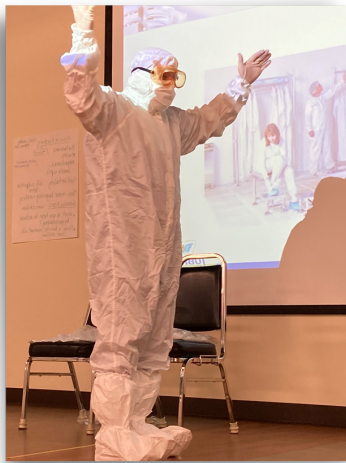
EXPLORING NEW CAREERS



PARTICIPANTS' ASSESSMENT OF THEIR CAREER DISCOVERY

 Beginning of Course

 End of Course



I have explored different types of careers!

Participants felt neutral about having explored different career fields before attending the course. Throughout the course participants experienced in-person demonstrations and presentations, individual guidance, and skills and aptitude assessments providing information about career fields of interest.

Participants learned about how companies like Sonderen Packaging celebrates and supports their employees and allows for advancement after a starting livable wage.

They learned about becoming phlebotomists and how to gain entrance to a program that provides training and certification with no upfront costs to them.

Several participants even attended an after-hours Spokane Community College fair where they got to meet with representatives about how to pay for certifications and childcare, so that being a parent is not at odds with advancing their career goals.

Thank you to our Career Exploration Partners!



BEFORE AND AFTER

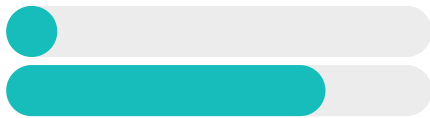
Team Intros

I want to hear about you!

- Name
- What you want to get out of this series



PARTICIPANTS' ASSESSMENT OF THEIR SKILLS AND READINESS



I have a resume that celebrates my skills and experiences



I can build credit and manage my monthly budget



I am confident enough to interview or intern

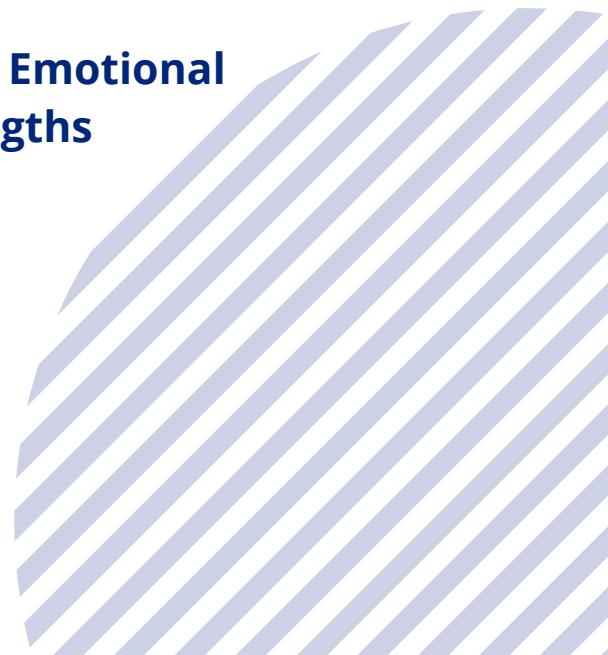


I know what training is required for my career choice and how to pay



I can describe my Emotional Intelligence strengths

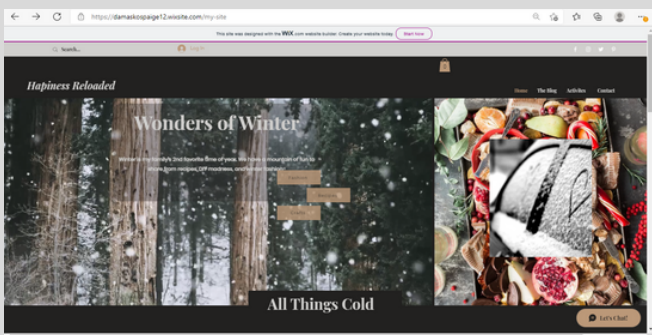
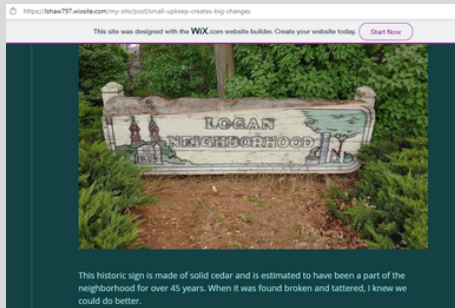
Strongly Disagree Neutral Strongly Agree



EXPANDING TECH SKILLS



LESSENING
TECHNOLOGY
GAPS DECREASES
WAGE GAPS



Computer Skills



Internet Use



Microsoft Word



Microsoft Outlook



Power Point



Social Media



**"We built websites, built confidence,
and built relationships that I hope last
a long time."**





BUILDING COMMUNITY AS MOMS

THEY HOLD EACH OTHER UP

The gains each woman made during the Essential Skills course brought a dramatic change to their sense of belonging and connectedness to community. Time and time again they shared their appreciation for the new connections with other moms who want more for themselves and their families.

Woven into the course was an entire Circle of Security series where parents learn and reflect upon their relationships with their children, how to meet their children's needs, and how to value their own wisdom.

STRONG
CONNECTION TO
OTHER PARENTS IN
THE COMMUNITY

LOW LEVEL OF
STRESS ABOUT
PARENTING

HAVE A POSITIVE
RELATIONSHIP
WITH THEIR
CHILDREN

IN THEIR OWN WORDS

GIVING FEEDBACK TO FACILITATORS AND SHARING DAILY IMPACTS

"The occupation finder was amazing."

on career awareness

"The clothes from My Sister's Closet & getting to go with a classmate."

"Loved learning how to use LindedIn."

on career readiness

"...how to be confident in your strengths."

on workplace expectations

"Tech courses were the best part."

"YouScience test- I loved getting the power words."

on career awareness

"Dignity is an amazing currency."

"Breaking down barriers I had in my head around technology.."

on technical skills

"Behavior is communication."

on parenting skills

"Thank you for sponsoring us all for Christmas presents for our kids."

on parenting skills

"I can't believe I built a website!"

"GETTING TO KNOW OTHER MOTIVATED MOTHERS IN THE COMMUNITY"



PARTNERS AND SPONSORS

[Gonzaga University](#)

[Northeast Community Center](#)

[The ZoNE](#)

[Computing for All](#)

[Canopy Credit Union](#)

[Numerica Credit Union](#)

[Gesa Credit Union](#)

[Community Colleges of Spokane](#)

[Our Sister's Closet - YWCA](#)

[WorkSource Spokane](#)

[Greater Spokane Incorporated](#)



ACTIONS YOU CAN TAKE

1. Join us to plan for the next Cohort
2. Refer someone you support to the course
3. Sponsor an internship

CLICK TO READ THE STORIES ON ESSENTIAL SKILLS 2021

- KXLY News: 'Not all we are': Local moms learn tech skills to launch new careers
- Gonzaga University News: [Building Essential Skills](#)

HOW TO CONTRIBUTE
AND REFER PARTICIPANTS
OR CONTACT US FOR
MORE INFORMATION

SUMMER 2022 ESSENTIAL Skills

If you are finding these outcomes as inspirational as they are measurable, then please join us in facilitating our next Essential Skills course. There are several ways to contribute, and we invite you to learn more.

You may also be a referring source. We are motivated to increase our referral sources and can see that participants who may experience the following are likely to gain the most from this course.

- Moms who are at or below the poverty line and work shift work, nights, or are between jobs
- Moms who did not finish college or are feeling overwhelmed with balancing the demands of parenting and holding down a job



**Save this link and share this with moms
who might be perfect for this
opportunity!**

Contact us at 509-209-7227 or JRay@NECommunityCenter.com