



Welcome to Workforce

Part 4 — Intermediate Training

Welcome to Workforce, Part 4 – Intermediate Training continues to build on knowledge and skills you need to be successful in your job. The courses may be completed in any order, but it is recommended that you complete all courses labelled as “series” in the order listed. Each course will appear on your training transcript upon completion.

Training courses for Part 4 are listed here and are accessible on TRAIN under the *Welcome to Workforce* tab. For convenience, this page can be printed and used as your personal checklist.

- Writing Effective Case Notes*
- Work Smarter, Not Harder*
- How to Get a Job and Keep It* (6-part series)
- Applicant Tracking Systems* (2-part series)
- Opening Doors with Your Resume* (4-part series) *under revision*
- Interviewing Tips: Behavioral Questions*
- Interviewing Tips: Video Interviews*
- How to Handle a Panel Interview*
- How to Handle Tough Interview Questions*
- Business / Employer Services* *under development*
- Job Order Policy*
- SCAM Employers*
- NCWorks Online basic staff training

**Contact your DWS Regional Analyst or WDB Super User to schedule.