

Workshop & Program Guide



Alaska's People Career Center 793-3378

The Alaska's People Career Center objective is to assist individuals and their families in attaining meaningful employment, education, and/or training opportunities. We serve many Native and non-Native individuals at no cost to either employer or employee. We serve Alaska residents both in-state and out-of-state. We have an open orientation available that covers our services at Alaska's People Career Center and CITC, ask us about the available dates and times. The Career Center is open Monday-Friday from 8:30AM-4:30PM.

Intake/Registration 793-3378

If you have not already filled-out and completed the CITC Universal Application and Intake with ETDS then you may do so with Alaska's People. We ask that you complete an additional AKP Supplemental Intake, include your resume or work history, Photo I.D. & SSN#, Certificate of Indian Blood-CIB, and we will go over with your information to determine any further services you may qualify for or benefit from. These are all made available at the Alaska's People reception desk or from our staff. Once these documents and forms are completed and recorded, we will schedule you an appointment with an Assessment Specialist who will assign you to the most appropriate Employment Specialist and/or services.

Assessment Specialist 793-3371

The Assessment Specialist will discuss with you your employment goals or career plans. If you do not have an idea of what you would like to do or interested in more information of current employment developments in and around Anchorage we can help. Also, we can assist with obtaining employment objectives, ability evaluations, and/or personality assessments to help you with developing a career plan. The assessment specialist will work with you one on one and sometimes if needed will request we utilize such tools as the Self-Directed Search, O*Net, TABE Test, AKCIS, and the Myers-Briggs Type Indicator. Once this process is completed and an employment goal or training need is evaluated they will assign you to an Employment Specialist or other services.

Career Counseling 793-3370

Make an appointment to meet one on one to help guide you in such areas as: choosing or changing a career direction, assessing abilities, interests, and priorities; school options and the admissions process; job searching; and other necessary information. Meeting with a Career Counselor can be helpful in organizing and planning your future. A counselor can stimulate your thinking, provide encouragement, respond to your ideas, give you suggestions, teach you strategies for making decisions and help you plan your job search.

Employment Specialist 793-3378

Alaska's People Employment Specialists can help participants seek employment from entry-level positions in many common career fields to skilled laborer and other positions that require higher education and certifications. Participants interested in working more one-on-one can register with an Alaska's People and work directly with an Employment Specialist. Our team will work with you and provide support in finding the right job. The Employment Specialists work closely with many employers in the community and throughout Alaska and can serve as an advocate to those Participants we are assisting in a job search.

Walk-In Job Services 793-3378

Anyone is welcome to use the Career Center during open hours on a walk-in basis. We have staff on hand who can help Participants in creating, updating, or revising a resume, cover letter, or other professional documents for a job search. We provide access to internet-connected computers with Microsoft Office programs, a typing tutorial, a phone, fax, and copy machines for job search related tasks. Job seekers can access many job postings across the State of Alaska and research information on employment, education, and training opportunities on-line with our computers, business and education publications, newspapers or AKP staff.

Workshops 793-3378

We provide a number of workshops to assist Participants with job searches including resume writing, interview skills, mock interviewing, job search techniques, basic computer skills, and a series of Life Skills workshops called Paths to Success. This calendar of events is published monthly with the dates, location, and times as well as a description of the workshops. Also, we can provide training with outside host agencies at our facility for various certifications that meet our criteria and provide meaningful opportunities for employment or advancement on the job.

Paths to Success 793-3280

This is a two-week program designed to assist with basic employability skills, job search preparation, and other skills important to achieving [self-sufficiency](#) and economic stability. TANF Participants are encouraged to participate with Case Manager approval. In this two week long session you will be that covers basic budgeting, employment conduct, goal setting, and problem solving.

CITC GED Program 793-3676

The Career Center also provides a GED preparation program in partnership with Nine Star Enterprises to assist those Alaska Natives and American Indians without a HS diploma to earn their GED. Classes run year round and provide both classroom lessons and one-on-one tutoring to pass the five subject areas of the GED: Math, Reading, Writing, Social Studies, and Science. All students who want to pursue their GED must enroll by calling (907) 793-3676 to schedule a Test of Adult Basic Education (TABE) test. There is no cost to enroll or study in the CITC GED Program. The GED Test itself will cost five dollars a test or twenty-five dollars total and only given at specified Nine Star Enterprises locations. For those that qualify we may offer assistance in paying the GED Test fee. We continuously strive to improve our services. Participant and employer input are essential and we welcome any suggestions or comments related to our services.

TABE Testing 793-3676

The Test of Adult Basic Education (TABE) is a diagnostic test developed by McGraw-Hill and administered to adults enrolling in GED, vocational programs, or some colleges. The TABE is also used as part of criteria of employment for some civil service jobs. While the TABE is not a pass/fail test, a student's score will often determine whether they must take remedial classes before beginning the chosen curriculum or if they will be eligible for the job they is seeking.

Adults may be nervous about taking the test, especially if they are returning to school after several years or if they had difficulties with academics and test taking while in high school. Understanding what skills will be tested and applying some key test-taking strategies can assist adult learners in boosting their scores.

Dept. of Labor 793-3282

Phyllis Kavairlook is a DOL staff on location on Wednesdays here at CITC. She is available to provide valuable support to our team and participants in partnership with DOL as a One Stop Center. Below you will find a description of the services she provides. We are working to arrange a means to schedule appointments with her on Wednesdays, until then please contact her for these services at 793-3381 at our offices and 269-2076 at DOL. She is also available by email which can be found in the Global Address List in our MS Outlook.

Linda Meszaros is a full-time DOL staff at CITC, she works to strengthen and encourage economic development by providing quality career support and training services in high demand, high growth occupational industries. She recruits, interviews, screens, refers and counsels participants at CITC in partnership with DOL. She can help to develop individual employment plans (IEPS) to assist participants' complete training, job seeking and successful job interview and or job retention. Assist participants identifying needs, employment goals and barriers, develop IEPs, and monitor success. Communicate information about policies, procedures, statues, and regulations to the general public and coworkers about the WIA and STEP Programs. Build and maintain working relationships with program partners to negotiate participant budget costs and or job placement. Prepare individual training authorizations for services ranging from tuition to supportive services. As well as review, compute and process payment for all financial expenditures and invoices from vendors and individual participants. She can be reached at 793-3382 for more information.

Scholarships & Education 793-3578

Our staff can provide advice and assistance to eligible Alaska Natives and American Indians students in funding educational and training opportunities. We can provide outreach to local schools as businesses to share information to students regarding the available tribal scholarships and grants programs such as the Tribal Training Grant, Tribal Higher Education Scholarship, Alyeska Match Scholarship, and the Mellen Shea Memorial Scholarship.

Leaders of Tomorrow 793-3578

This program hopes to empower youth to be leaders. It is a team environment to help promote a healthy environment that will bring about positive changes in our youth and communities lives.

Cultural Arts Programs 793-3281

We have several Native Arts classes with an art instructor, tools, and materials available.

Workshop	Date(s)	Day(s)	Time	Location	Description
1.2.1. Interview Skills	Reoccurring	Monday & Friday	1pm-4pm	Career Center	A class that covers the types of interviews, what to expect at and what is expected, how to prepare , sample questions. Also a mock interview appointment will be scheduled as a follow-up.
Alaska Food Worker	2/3	Wednesday	9am-11:30am		Certification for safe food handling.
Beading	Reoccurring	Monday	1pm-3pm	311	A Native art project class. Materials and instruction are free.
Census Practice Test	Reoccurring	Tuesday	1pm-5pm	Career Center	A pre-test to better prepare for the questions asked in applying for Census employment
Census Test	Reoccurring	Thursday	1pm-3pm	Career Center Lab	A test and application process to qualify for employment
Customer Service & Mgmt Training	2/26	Monday to Friday	9am-4pm	RCC 3 & 4	A two week class to help competing in the job market. To help better understand what positions they may qualify for, some of the hidden rules in business, and provide support for professional and economic growth.
Drum Making	Reoccurring	Wednesday	1pm-3pm	311	A Native art project class. Materials and instruction are free.
Goal Setting & Budgeting	2/23	Tuesday	9am-noon	Career Center	A class with a focus on effective problem solving and time management techniques. How to get and stay organized, an understanding of prioritizing, spending habits, understanding of short/long term planning,
IRS Free E-File	Reoccurring	Wednesday	1pm-4pm	Career Center	We help you e-file for 2009 free. We cannot offer any tax advise, sorry.
Kuspuk Making	Reoccurring	Thursday	1pm-3pm	311	A Native art project class. Materials and instruction are free.
Leaders of Tomorrow	Reoccurring	Friday		377-f	This program hopes to empower youth to be leaders to help promote a healthy environment that will bring about positive changes in our youth and communities lives.
Meeting Your Career Goals—EOC	Reoccurring	Thursday	1pm-3pm	377-f	We can offer individual education planning with the Education Opportunity Center every Thursday with Krista Stormo. Individuals who would like to know more about training, certification, or a college program she can offer advice and insight on available programs, funding, applications, other processes and/or provide an Accuplacer, and FASFA application help as well.
Orientation	2/10 2/24	Wednesday	9am-11am	309	An introduction to many of the programs at CITC and the community.

Workshop	Date(s)	Day(s)	Time	Location	Description
Paths to Success	2/12 to 2/26	Monday to Friday	9am-4pm	RCC	This is a two-week program designed to assist with basic employability skills, job search preparation, and other skills important to achieving self-sufficiency and economic stability. TANF Participants are encouraged to participate with Case Manager approval. In this two week long session you will be that covers basic budgeting, employment conduct, goal setting, and problem solving.
PEAK Life Skills	2/8 2/19	Reoccurring	9am-4pm	TBD	A training designed to be a fun, interactive life skills training to assist youth in developing skills necessary to function as an adult. We talk about some of the important challenges youth will face when growing up, exploring life's many paths and finding ways of dealing with these challenges. Key areas of PEAK'S training are: Culture and identity, Health and relations, job skills, education, money management and planning my future.
Resume Writing	During regular hours	Monday to Friday	8:30am-4:30pm	Career Center	Ask for help in the Career Center. There are staff members ready to help and there is a resume guide to get you started.
Soapstone Carving	Reoccurring	Tuesday	1pm-4pm	311	A Native art project class. Materials and instruction are free.
Study Skills	Reoccurring	Friday	1pm-3pm	312	Tutoring in studying for tests and learning
TABE Testing	Reoccurring	Monday to Thursday	1pm-4pm	312	A test used to measure students' grade levels in reading and math to evaluate or qualify individuals for GED and/or other programs.
Youth Build					
Special Event	Date(s)	Day(s)	Time	Location	Description
Southcentral Foundation Recruitment	2/12 2/26	Friday	1pm-3pm	377-f	HR representatives will be on hand to share information.
CIRI Tourism Recruitment	2/17	Thursday	Noon-4pm	RCC 1	HR representatives will be on hand to share information.