

OSU-OKC REACH Training Program

Hours: 8:30-4:30
Monday - Friday



**Business Technology Building
3rd Floor, Room 308**

“Realizing Educational and Career Hopes”

Meet the REACH Staff

Angela Barnes, Coordinator

“Empowering women to lead their life toward reaching higher standards of living: Family, Education and Community”.

Serving OSU OKC students since 2003



Lydia Hickerson, Career Development Specialist

“Helping students become self-sufficient, engaged, and productive employees in demand”.

Serving OSU-OKC students since 2017



Program Purpose:

To assist you with *Your* education and career goals.

- *Federal Grant Contract:* OSRHE and DHS, and Community Colleges
- *Primary Focus:* promoting family responsibility, accountability and self-sufficiency.
- *Serving students since 1996.* Enhancing employment and training opportunities for unemployed adults.
- Training component serving TANF recipients, which best meet employment opportunities within the college's service area.

REACH Classroom



Biggest Impact: Assisting students with the confidence to continue and the courage to overcome obstacles.

REACH Education and Training Flow Chart FY22**

New Student Orientation

(Monday at 10 -2p)

- REACH Application (Intake)
- Student College Degree Sheet
- Class Schedule and Study Hours
- Technology Survey
- Program Manual & Guideline
- Photograph for Class List (spreadsheet)

Career Success and Higher Quality Living

- Home Ownership
- Financial Security
- Improved Health
- Reliable Automobile

Technical Skills Certification Checklist (TCERT) Qualification 35 clock hours

- Customer Service 101
- Computer Basics 101
- Writing Improvement 101
- Effective Communication – Resume Drafts
- UniversalClass.com**Online Courses**

College (OSU-OKC) Degree and Certificate Completion (12-24 months)

- Admissions & Enrollment
- Apply for Scholarships
- College Entry Assessment
- Financial Aid
- Enroll with Advisor
- Explore Student Campus Organizations
- Schedule Virtual Tour and Bookstore
- Study Skills & Retention Strategies
- Embedded Certification 18 Credit hours**

Graduation to Employment

- Job Placement
- Retention
- Benefits
- Employment 6-month Follow-up**

Internship and Employment Readiness

- Financial Literacy Education** w/OKMM**
- Work Based Learning Experience
- Job Readiness Workshops
- Spring, Summer and Winter Internships
- Volunteer Hours (Fall Break)

Job Search Strategies

- Target Resume Writing
- Cover Letter Writing
- Interview Skills
- Error Free Application
- Networking Skills

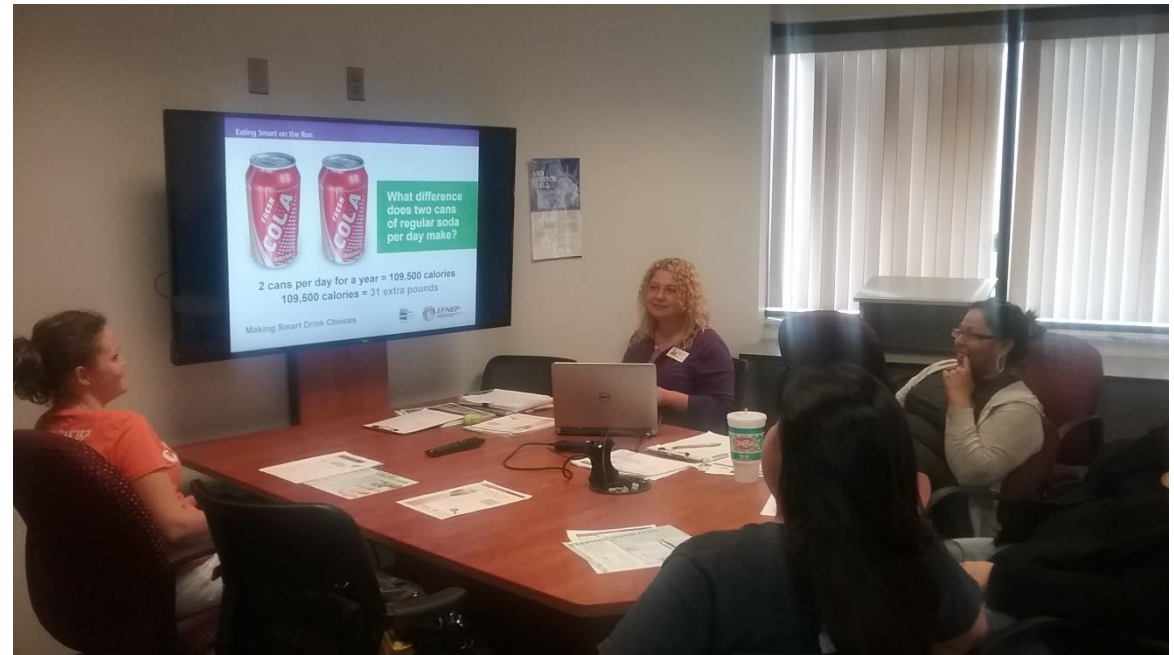
New REACH Educational Flow chart and student success scale:**

Student Orientation > College Student Track > Technical Skills Certificate>Job Readiness > Internship > Job Search > Graduation > Employment > Career Success.

Volunteering!



Success!



Workshops!

MIWD Annual Award Conference

<https://www.youtube.com/watch?v=IMPvSrNF2Ho>

Career Readiness, Internship, Employment

Career Development:

- **Email Etiquette/Computer Skills**- Student is taught basic email procedures, dos and don'ts of online correspondence and how to access online software.
- **Soft Skills/Typing**- Student learns what adaptable, transferable, and job skills they have and how to articulate them.
- **Resume/Cover letter**- Student is able to create a detailed resume that lists their accurate work history, applicable job skills, and proper education.
- **Interviewing/Job Search** – Student is able to articulate the training and skills they have obtained. Student is able to conduct an applicable and through job search to satisfy their career goals.

Nutritional Classes:

Students improve the health of themselves and their families through practical lessons on basic nutrition and healthy lifestyles, food resource management, food safety and physical activity.

- **Career Development**- Every Monday, Wednesday, and Fridays, (2-hour sessions) and as scheduled.
- **Nutritional Workshops**- Fridays- (1.5 Hour sessions) 7 weeks
- **Job Fair**- Goodwill Career Fair- Single event
- **Remerge**- Faces of Remerge Luncheon- (1.5 hours)-Single event

Career Readiness, Internship, Employment

The screenshot shows a web browser window with the URL <https://snap2016.paradigmeducation.com/courses/1005405>. The page is titled "REACH OSU-OKC" and "REACH Career Development Series". The left sidebar contains navigation options: Home (selected), Modules, Syllabus, Grades, Assignments, Quizzes, Pages, Announcements, Outcomes, Files, Discussions, People, and Settings. The main content area features the JIST Gateway logo and "OKLAHOMA CITY". The text describes JIST Gateway as an online platform for career development, highlighting video series and ebooks. The right sidebar includes options like "Choose Home Page", "View Course Stream", "Course Setup Checklist", "New Announcement", "Student View", and "View Course Analytics". A "Coming Up" section indicates "Nothing for the next week".

REACH OSU-OKC

REACH Career Development Series

JIST GATEWAY | **OKLAHOMA CITY**

JIST Gateway is an online platform designed to help you identify your career interests, develop job search skills, and take steps toward your career success. JIST Gateway videos showcase examples of dos and don'ts for your career and the job search. They also feature the insights of hiring managers and other professionals to put you into the minds of employers. Each video is supported with a short quiz to assess your comprehension of the contents of the video. JIST ebooks are packed with step-by-step guidance, activities, and checklists to help you strengthen your job search skills and professionalism.

Video Library

Keys to Getting Hired Video Series

- [Job Search Steps That Get Results](#)
- [Resumes and Cover Letters That Work](#)
- [Ace the Interview and Get the Job](#)

Life Skills for Success Video Series

- [Career Management Skills](#)
- [Communication Skills](#)
- [Stress and Anger Management Skills](#)
- [Time and Money Management Skills](#)

[Soft Skills in the Workplace](#)

EBook Library

[Soft Skills Solutions](#)

Coming Up [View Calendar](#)
Nothing for the next week

Career Readiness Workshops

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Video Library

- Life Skills for Success: Career Management Skills (8 pts)
- Life Skills for Career Success: Communication Skills (8 pts)
- Soft Skills in the Workplace (10 pts)
- Keys to Getting Hired: Resumes and Cover Letters That Work (4 pts)
- Keys to Getting Hired: Ace the Interview and Get the Job (4 pts)
- Life Skills for Success: Stress and Anger Management Skills (8 pts)
- Keys to Getting Hired: Job Search Steps That Get Results (2 pts)
- Life Skills for Success: Time and Money Management Skills (9 pts)

eBooks

- Soft Skills Solutions (0 pts)

Career Workshop Modules

← → ↻ 🔒 https://snap2016.paradigmeducation.com/courses/1005405/quizzes/6523/take?preview=1


JIST GATEWAY

- Assignments
- Quizzes**
- Pages
- Announcements
- Outcomes
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Quiz Instructions

After watching the video, click the Take the Quiz button below the video playback area.



JIST GATEWAY

SOFT SKILLS

in the

WORKPLACE

Second Edition

36:06

Time Elapsed: [Hide](#)
0 Minutes, 12 Seconds

Question 2
Question 3
Question 4
Question 5
Question 6
Question 7
Question 8

Question 1 1 pts

Soft skills are talents you are simply born with and cannot be learned or improved.

Career Readiness Workshops

1st week- Writing Email Workshops and Effective Communication - “Working Lunch” initial check in and follow up with new students to reiterate class rules. Go over Virtual Learning Schedule.

2nd week- Resume/Interview Workshops, InterviewStream. (This workshop will be repeated when student begins Internship and/or job search)

3rd week- Cover Letter Workshops, 1st Resume Draft Due

4th week- 2nd Draft of Resume and Cover Letter Due

5th week- Workplace Conversations Workshops- Confidence Building, Classroom activity.

6th week- Feedback and Criticism Workshops, Dealing with Difficult People.

7th week- Decision Making Skills Workshops- How to find a job and the Labor Market

JIST: Getting the Job You Really Want Video Series. Videos include: *Professional Email Etiquette, Social Media at Work, Good First Impressions, Dress and Groom for the Workplace, Preparing for an Interview, Resumes and Cover Letters, etc.*

Community Partnerships: Internship Worksites and Advisory Board Committee Members

- OSU-OKC Center For Social Innovation (Work Study)
- A Chance to Change (Summer Internship)
- ROC Retail Shop (Internship)
- Oklahoma City Indian Clinic
- Oklahoma County Bar Association (Advisory Board Member)
- Family and Consumer Science/4-H Educator
- Single Parents Support Network
- Department of Human Services
- Suited for Success
- Public Strategies
- OIC
- OSU OKC Department and Divisions

Student participate in an internship where businesses are open and available to take on a student internship. Internships for 1 or 2 day placements were challenging to come by; therefore student were provided outside classroom learning activities under program staff supervision.

Vision:

OSU-Oklahoma City will improve lives through an educational learning community that is caring, supportive and accessible.

• Core Values

- **Excellence:** Committed to continuous improvement
- **Intellectual Freedom:** We believe Respecting the rights to freely pursue knowledge
- **Diversity:** Valuing diversity of opinions, freedom of expressions and ethic and cultural backgrounds
- **Integrity:** Committed to principles of truth, honest, equity and professionalism
- **Service:** We believe serving you is a noble and worthy endeavor
- **Stewardship of Resources:** Dedicated to the efficient and effective use of resources.

Questions and Answers



Feel free to visit our webpage at www.osuokc.edu/reach

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