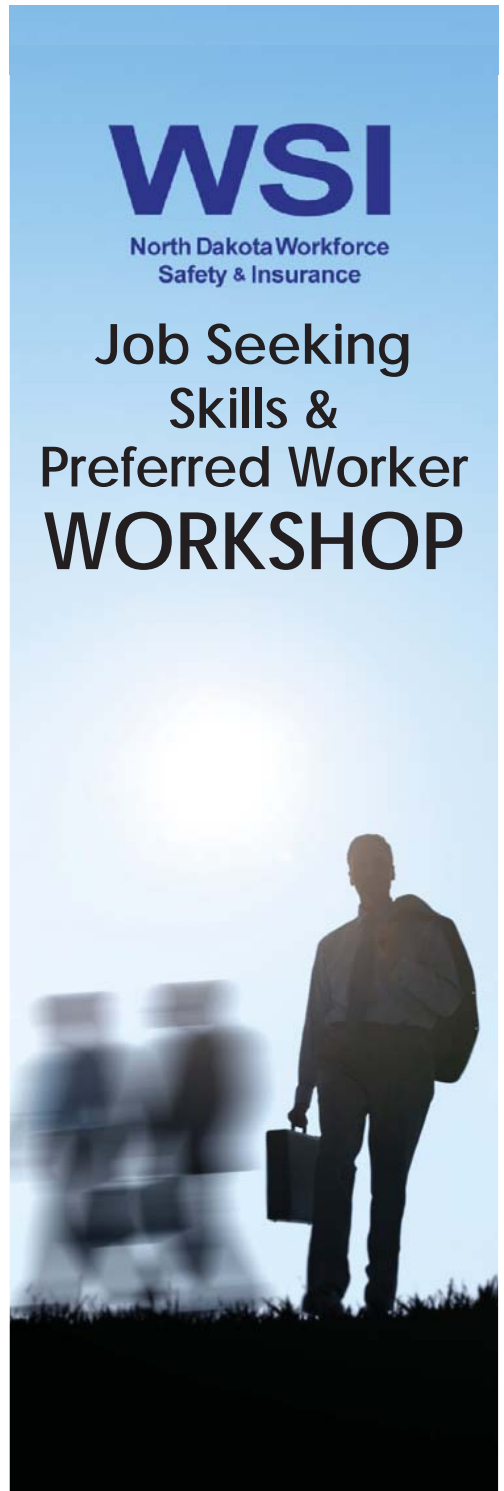




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WSI

North Dakota Workforce
Safety & Insurance

As part of our Return-to-Work Services, North Dakota Workforce Safety & Insurance offers injured workers the opportunity to take part in a Job Seeking Skills Workshop.

This workshop offers an opportunity to enhance skills necessary for a successful work search and return-to-work.

TOPICS COVERED:

Targeting Desired Occupations

- What are your physical abilities
- Have you been released
- What occupations fall within your release



Identify Your Skills

- Job Content Skills
- Transferable Skills
- Soft Skills/Interpersonal Skills



The Application

- Type of Applications
- General Guidelines
- Questionable Questions on an Application



Resume/Cover Letter

- Types of a Resume
- Tips and Suggestions
- Writing a Great Resume and Cover Letter
- The Hidden Resume



Get Organized

Prepare a Job Search Plan

- Identify Occupations
- Lining Up Job Interviews
- Preparing for and attending a Job Fair



Keys to a Successful Interview

- The Interview
- After the Interview - Follow up is Key



Preferred Worker Program

- What is PWP
- PWP Eligibility & How the Program Works
- Benefits for Preferred Workers
- Common Worksite Modifications
- Employer Benefits
- When to Discuss PWP during an Interview

