

Job Seeking Skills & Preferred Worker **WORKSHOP**

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 in this workshop include:

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 & 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



**North Dakota Workforce
Safety & Insurance**

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