

## **JOB ATTAINMENT Objectives**

Job attainment objectives include learning and practicing all the skills necessary to gain meaningful employment.

Start NOW instructors work with participants to learn each participant's job qualifications, interests, and values. Participants are encouraged to pursue careers and jobs where they will experience success.

By setting long-term career goals, and continually updating short-term job objectives, the pursuit of employment remains realistic and attainable.



### ***Attainment Skills and Tools***

- Develop successful ***Job Search Strategies***.
- Complete ***Job Applications*** that highlight strengths.
- Develop effective ***Resumes*** and ***Cover Letters***.
- Train and practice for challenging ***Interviews***.
- Make ***Employment Decisions*** to realize long-term career goals.
- Ongoing ***Job Placement*** assistance.
- Ongoing ***Career Counseling*** and ***Follow-Up*** services.

## **EDUCATION & SKILL Building**

The Start NOW program works to link participants to programs to continue their education and/or develop new skills.

Participants receive workshop training to develop and enhance entry-level computing, communication and organizational skills required by all employers.

Participants receive paid job shadowing opportunities to practice skills learned in the classroom.



### ***Education Support and Entry-Level Skill Training***

- ***Referral*** to education programs, including High School Diploma, GED, Basic Skills, Skill Training, or College.
- Ongoing ***Objective Planning*** to reach education goals.
- One credit college classes offered free to promote a continuation into post secondary education.
- ***Word Processing, World Wide Web, and E-mail*** training.
- ***Paid Job Shadow and Internships*** in professional settings to practice and learn new skills.

## Develop **LEADERSHIP** Skills for continued Career Success

Beyond entry-level skills, experience, and education, employers select people that possess leadership skills as their permanent, long-term, and most valued employees.

Employees who can demonstrate leadership skills retain their jobs, are offered advancement, earn higher wages, and are successful in their careers.



### ***Leadership Skill Building***

- Workshop training targets professional leadership skill building in the following areas:
  - Team work***
  - Decision making and problem solving***
  - Critical and independent thinking***
- Through workshop and paid occupational training, participants gain skills to ensure long-term job success:
  - Managing time and tasks***
  - Requesting promotions***
  - Accepting evaluation and criticism***
- Participants additionally learn from the experience of others through:
  - Career fairs***
  - Job site tours***
  - Professional speakers***

**Start NOW**  
**New Opportunities for Work**  
**Education, Training and Placement Services**  
**for Out of School Youth**

This program provides eligible youth with effective and comprehensive activities that improve participants' employability skills and provides effective connections to employment.

The program provides basic skills, GED prep, referrals for diplomas, and employment training to include subsidized work experiences & occupational training.

Eligibility Criteria

- *Out of school youth 16 – 21 years of age.*
- *High School dropouts or graduates with basic skill deficiency.*
- *Is an individual who requires additional assistance to complete an educational program, or to secure or hold employment.*
  
- *Meets Delaware Workforce Investment Board income eligibility requirements.*

*Funded by The Delaware Workforce Investment Board, in accordance with the Workforce Investment Act and the Blue Collar Act, and administered by Delaware Technical & Community College, the Start Now Program is an equal opportunity program /employer. Auxiliary aids and services are available upon request to individuals with disabilities.*



Corporate & Community Programs

Delaware Technical & Community College  
Start NOW Program

Wilmington Campus  
333 Shipley Street  
Wilmington, DE 19801  
(302) 434-5515  
Fax (302) 657-5160

Terry Campus  
100 Campus Drive  
Dover, DE 19901  
(302) 857-1000

Owens Campus  
P.O. Box 610  
Georgetown, DE 19947  
(302) 856-5400

State of Delaware  
Department of Labor  
Division of Employment Training  
(302) 761-8131

This program is funded by: Workforce Investment Act / Blue Collar Training Programs sponsored by the Department of Labor.

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**Delaware Technical & Community College**

**Wilmington Campus**

**Start NOW**  
**Program**

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A partnership between the  
The Delaware Department of Labor,  
Employment & Training Division  
and  
Delaware Technical & Community College

CREATING PATHWAYS TO  
SUCCESSFUL EMPLOYMENT