



Free Job
Training
for Youth

Need a job?

Come to the Southland Employment Training Academy

- | | |
|-----------------------------------|-----------------------------------|
| • Job search and application tips | • Resume and cover letter help |
| • Interview techniques | • Educational assistance/tutoring |
| • Free GED testing | • One-on-one assistance |

Call us today.

(510) 783-0272

Associated Community Action
Program

SETA

Southland Mall
Lower Level Near Food Court
Hayward, CA

Phone: (510) 783-0272

Fax: (510) 783-0280

E-mail: [info-seta@acap-
action.org](mailto:info-seta@acap-action.org)

Strengthening communities.
Changing lives.



Blueprint for Success Training Modules

Orientation

This is an opportunity for prospective participants to ask questions about programs and services.

Resume and Application Builder

This module is all about what to include and what to leave off your job application or resume. We will go over best practices in completing a great resume or job application.

Self-Discovery

Knowing who you are is half the journey. Learning who you are can affect the way you plan and overall will determine how you set long and short-term goals.

Preparing for an Interview

The goal of a successful interview is to create a positive image for yourself and to leave a potential employer with a snapshot of what to expect if you are hired. Learn ways to ace your interview.

Effective Time Management

Managing your time is a great skill to acquire. When mastered, time management can reduce drama and increase motivation and drive.

New Hire Paperwork and Beyond

Before you begin a job, there are several important forms that must be completed. Learn what they are and how to fill them out.

Realities of the Job Market

The job market can be hard to understand. Learn the job market game in order to play it right.

Financial Literacy

Understanding how money works is key to financial prosperity. From opening a savings account to applying for a credit card, there are many things that are important to learn.

Skills and Abilities

Identifying your skills and talents will give you a competitive edge when entering and succeeding in the world of work.

Job Retention

Small problems can cause you to lose your job. This in turn could make your later job searches more difficult. Learn to prevent issues that can cause you to lose your job.

Communication & Your Employer

70% of workplace errors happen because of poor communication. Learn techniques to be an effective verbal and non-verbal communicator.

Graduation

Celebrate your success and learn about other ACAP programs that can lead to permanent employment.

Classes are held Tuesdays and Thursdays from 4—6 pm and are open to youth from low-income families ages 14—24.

