

## What Do I Need To Do?



If you think the SETA program might be for you, and you live in the following zip codes: 94541, 94542, 94545, 94546, 94552, 94577, 94578, 94579, or 94580, you should:

§ **Get an application.** Fill it out and bring or fax or email it to SETA. Pick up a course or workshop schedule and decide which programs are best for you.

§ **Go to the classes.** Once you complete and return your application, review the course/workshop schedule and select the programs you are interested in, just register for classes or workshops and show up.

§ **Use what you know.** Once you've completed your course, you will be prepared to get yourself a job!

### *SETA 2010-2011 Class Schedule*

*Session 1 11/210—2/15/11*

*Tuesdays and Thursdays*

*Session 2 2/2211—5/19/11*

*Tuesdays and Thursdays*

## Associated Community Action Program

### Partners:

Workforce Investment Board

Southland Mall Management

A.C. Supervisor Nate Miley

A.C. Supervisor Alice Lai-Bitker

A.C. Deputy Sheriff's Association

A.C. Public Works

A.C. Health Care Services Agency

A.C. Office of Education

A.C. Probation Department



SETA is a program of the  
Associated Community Action Program

Phone (510) 783-0272

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# Southland Employment Training Academy

Job Training for Hayward and  
Eden Area Youth



## (510) 783-0272

Located at 5 Southland Mall, Hayward—  
Next to Food Court

Strengthening communities.  
Changing lives.

# What is SETA?

There is a strong need for more job opportunities for youth ages 14-24 in the Hayward and Unincorporated Eden areas of Alameda County. The Southland Employment Training Academy (SETA) trains youth from low- to moderate-income families in the basic skills they need to prepare to enter the workforce.

At SETA, students meet twice a week for 12 weeks to learn the skills and information they need to search for, secure and maintain a job.



Our Blueprint Curriculum has helped hundreds of Eden Area youth find jobs.

## Classes

Each class is taught by trained case managers and employment specialists who walk students through a step-by-step process of getting and keeping a job using a curriculum that has proven to assist hundreds of Bay Area youth find jobs. For youth ages 17—24, we also offer a GED preparation course.

Over 250 youth have completed ACAP's Blueprint Curriculum, and 180 of these are currently working, a success rate of about 75%!

## Course Completion

Once students have successfully completed all of the classes in 12-week period, they will be given a certificate of completion. This certificate will assist them as they approach potential employers to apply for jobs. Many will recognize our certificate and be more likely to give SETA applicants interviews.

How well the student does in their interview is dependent on their performance, but students will have continued access to their case manager, who will provide help and support throughout their job search process. And students who have completed the Blueprint course are eligible for continued assistance finding job opportunities.

## Blueprint Curriculum

- **Create a job search strategy**
- **Craft effective resumes and cover letters**
- **Ace your job interviews**
- **Understand the job market**
- **Communicate effectively with potential employers**
- **Professional etiquette and workplace behavior**
- **Learn to manage money effectively**
- **Learn about your rights at work**
- **Understand the connection between education and employment (jobs versus careers)**

## Other SETA Services

We also offer the following services:

- Drop-in computer lab for students to conduct job searches and apply for work.
- One-on-one support services. Students can talk to their case manager any time.
- Resource and referral for any additional issues the student needs help with.
- Monthly workshops in Financial Literacy, Resume and Cover Letter Writing, Interview Techniques, and GED Enrollment and Preparation.
- Youth Leadership Council focusing on community outreach, service, and advocacy!
- Quarterly Career Nights or Job Fairs.



## SETA

Southland Mall, Hayward  
Lower Level Next to Food Court

Phone: (510) 783-0272

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