



## Ute Mountain Learning Center Workforce Development Program

420-B Sunset Blvd., Towaoc, Colorado 81334

### Participants in the Workforce Development Program are required to complete the following:

- 3 or more—Workforce Skills/Soft Skills trainings**
  - Communication
  - Navigating Change
  - Customer Service
  - Teamwork Dynamics
  - How to Accept Praise and Criticism
  - Conflict Resolution
  - Problem-Solving
  - Decision-Making
  - Interpersonal Skills
  - Work Ethics
  - Job Readiness
  - Business Math
  - Emotional Intelligence
  - Time Management
  - ... *And many more*
- 2 or more—Computer classes for proficiency in Microsoft Office**
  - Including...*
  - Word I & II
  - Excel I & II
  - Powerpoint I & II
  - Outlook
  - ... *And others*
- 3 or more—Life Skills classes**
  - Healthy Cooking
  - Understanding Credit
  - Dos / Don'ts of Social Media (Facebook, etc.)
  - ... *And many more*
- Resume Workshop
- How to Write a Cover Letter Workshop
- Interviewing Workshop
- How to complete online + paper job applications
- Financial Literacy Workshop
- Software Workshop

### To enroll please bring with you:

- Certificate of Indian Blood (CIB)
- Driver's License or Tribal Identification

WIOA participants are required to enroll through the Workforce Development Program.

For more information on services please contact the

Ute Mountain Learning Center at 970-564-5471