



# MISSOURI

## JOB READY DAY ONE

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## MISSOURI JOB READY DAY ONE LEARNING TRACK

This workshop has been developed by the Missouri Office of Workforce Development. Throughout your journey in this course, you will develop cutting-edge skills in the areas of interviewing, problem solving, teamwork, professionalism, and more. Upon completion of this program, you will receive a Missouri industry-recognized credential that will showcase to employers that you are prepared for your new role on day one. This is the first step to a new career. Congratulations!

### Things you will learn

- ✓ Job Search Prep
- ✓ Responding to Emails & Phone Calls
- ✓ Self-discipline
- ✓ Communication
- ✓ Time Management
- ✓ Collaboration/cooperation
- ✓ Problem Solving
- ✓ Professionalism



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