E-Learning Options

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In an effort to increase participation in the JOBS Program, online learning modules have been identified as value-add and countable activity hours. These activity hours can be used as a supplement to other components or to complete make-up hours. Each module has an assigned time (fixed hours) and a certificate can be printed to show completion.

The Goodwill Community Foundation website offers a multitude of free modules, covering topics from life skills to advanced computer programs. Below are the currently approved modules that can be used towards a customer's JOBS participation. To access the information, visit www.gcflearnfree.org and click on the "All Topics" link.

When used as make-up hours, contractors can collect verification of the module completion from participants. The hours can also be reported on the DHS 475 job search log if the participant is already using this form to verify attendance.

Work and Career			
Category	Module Name	Activity	Time
Career Planning	Career Planning and Salary	Discover Your Career Needs	60 min
		Explore Careers	90 min
		Salary Basics	90 min
		Gain Job Skills	2 hours
		Make a Career Plan	90 min
Job Search	Cover Letters	Crafting Your Cover Letter	2 hours
	Interviewing Skills	Types of Interviews (1)	30 min
		What to Prepare Before an Interview (2)	90 min
		What To Do During an Interview (3)	45 min
		Following Up After an Interview (4)	90 min
	Job Applications	Gathering Your Personal Information (1)	60 min
		Obtaining References (2)	60 min
		Completing a Job Application (3)	90 min
	Job Search and Networking	Job Search Savvy	90 min
		Find a Job Online	60 min
		Networking Basics	90 min
		Job Hunt with Social Media	2 hours

		Personal Branding 101	90 min
	Resume WritinBrog	Why You Need a Resume (1)	60 min
		Resume Formats – Choosing the Right One (2)	60 min
		Resume Tips and Strategies (3)	60 min
		Contact Information (4)	60 min
		Objectives, Summaries or Professional Profiles (5)	90 min
		Employment History (6)	90 min
		Education Information (7)	60 min
		Additional Information and References (8)	90 min
		Preparing Your Resume for the Internet (9)	90 min
		Gallery of Sample Resumes	60 min
		Create a Cyber-Safe Resume	30 min
		Resume Resources	90 min
Workplace Skills	Job Success	Increase Your Job Success (1)	45 min
		Time Management (2)	90 min
		Setting Goals (3)	2 hours
		Business Etiquette (4)	90 min
		Avoid Five Common Work-Related Pitfalls (5)	60 min
		Common Workplace Communication (6)	60 min
		Building an Effective Business Presentation (7)	2 hours
		Listening Skills (8)	60 min
		Coping with Stress and Anger (9)	90 min
		Resolving Workplace Conflict (10)	90 min
		Five Ways to Increase Your Chances of Workplace Success	30 min
	Workplace Basics	Completing I-9 and W-4 Forms (1)	60 min
		Workplace Safety (2)	60 min
		Getting Acquainted with the Computer Workstation (3)	60 min
		Organizing Your Desk (4)	45 min
		Understanding Your Pay, Benefits, and Paycheck (5)	90 min
		Taking Leave (6)	30 min