

RTCC College & Career Lab Offerings

Career Readiness Foundations

CROW Orientation or 1:1 Career Advising Session

Create or Update Resume

Resume Review - Industry Experts (Program Advisory Members or Others in Field)

References & Letter of Recommendation - Job Application (How to Ask/How to Write)

Cover Letter Workshop

Job Application Workshop & Mock Application

Phone Use - Script Development (Job Shadows, Interviews, Leaving Messages, etc.)

Career Fair - Preparation, Research, Question Development

Career Fair - Reflection & Next Steps (1:1)

Informational Interview - Preparation, Research, Question Development, Reflection

Informational Interview - Reflection & Next Steps (1:1)

Job Shadow - Preparation, Research, Question Development, Reflection

Interview Skills Workshop & Mock Interview (Mr. Finley and/or Industry Professionals)

Career Aptitude / Interest Inventory (My Next Move, Knack, ASVAB, etc.)

Career Aptitude / Interest Inventory Review, Reflection, Interpretation (1:1)

Guest Speaker: Industry Pathways & Opportunities

College Readiness Foundations

1:1 College & Career Plan Development

Brag Sheet

Letter of Recommendation - College Application (How to Ask/How to Write)

College Application Workshop & Mock Application

College Fair - Preparation, Research, Question Development

College Fair - Reflection & Next Steps (1:1)

Personalized Plan of Study: Dual Enrollment & Fast Forward

FAFSA Workshop & Paying for College

Guest Speaker: College Pathways & Opportunities

Communication and Team Work

Networking & Social Capital

Receiving and Giving Instructions/Directions/Feedback

Self-Reflection and Self-Knowledge

Self-Identification of Program Competencies, Goal Setting, Training Plan for WBL

Student Reflection on Community Partner Evaluation of Student

Student Self-Assessment of WBL Placement

Decision Making/Planning/Goal Setting: First Things First (Making a List)

Digital Literacy

Professional Electronic Etiquette & Social Media

Digital Portfolios

Equity & Diversity

Implicit Biases: Perceptions of Us, Perceptions of Others - The Implications for Aspiration & Success

Inclusive & Appropriate Language in the Workplace

Equity & Diversity in the Workplace: Employee & Employer Rights

Equity & Diversity in the Workplace: Sexual Harassment

Personal Finance

New Hire Paperwork - I-9, W-4, etc.

Personal Financial Literacy: Credit

Personal Financial Literacy: Budgeting

Personal Financial Literacy: Saving & Planning

(1:1) = One-on-One College and/or Career Counseling