



# August



## GM - WORKSHOP SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p><b>2</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Room 201</p>	<p><b>3</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“CareerScope Interpretation”</b> 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Room 201</p> <p><b>“Right’ Your Resume”</b> 1:00-4:00 pm Room 209</p>	<p><b>4</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rm. 1209</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Room 201</p> <p><b>“Jobs in the Green Economy”</b> 1:30 - 3:30 pm Room 209</p>	<p><b>5</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Room 201</p> <p><b>“Ace That Interview”</b> 1:30 - 3:30 pm Room 209</p>	<p><b>6</b></p> <p><b>“TABE Testing”</b> 9:00 am-12:00 pm Northfield Rm. 1209</p> <p><b>“Open Lab”</b> 1:00 am-4:00 pm Northfield Rm. 1209</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Rm. 201</p>
<p><b>9</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p>	<p><b>10</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“CareerScope Interpretation”</b> 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228</p>	<p><b>11</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rm. 1209</p>	<p><b>12</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209</p>	<p><b>13</b></p> <p><b>“TABE Testing”</b> 9:00 am-12:00 pm Northfield Rm. 1209</p> <p><b>“Open Lab”</b> 1:00 am-4:00 pm Northfield Rm. 1209</p>
<p><b>16</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p>	<p><b>17</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“CareerScope Interpretation”</b> 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228</p>	<p><b>18</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rm. 1209</p>	<p><b>19</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209</p>	<p><b>20</b></p> <p><b>“TABE Testing”</b> 9:00 am-12:00 pm Northfield Rm. 1209</p> <p><b>“Open Lab”</b> 1:00 am-4:00 pm Northfield Rm. 1209</p>
<p><b>23</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p>	<p><b>24</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“CareerScope Interpretation”</b> 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228</p>	<p><b>25</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm &amp; 1:00-4:00pm Northfield Rm. 1209</p>	<p><b>26</b></p> <p><b>**“WorkKeys Testing”</b> 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209</p>	<p><b>27</b></p> <p><b>“TABE Testing”</b> 9:00 am-12:00 pm Northfield Rm. 1209</p> <p><b>“Open Lab”</b> 1:00 am-4:00 pm Northfield Rm. 1209</p>
<p><b>30</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Room 201</p>	<p><b>31</b></p> <p><b>“CareerScope”</b> 9:00-11:00am &amp; 1:00-3:00pm Northfield Rm. 1209</p> <p><b>“CareerScope Interpretation”</b> 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228</p>	<p><b>“Pre-Scholarship Workshop”</b> 9:00 am-12:00 pm Conference Room 201</p>	<p><b>“Right’ Your Resume”</b> 1:00-4:00 pm Room 209</p>	

**\*\*\*\*\*Additional TABE testing can be scheduled individually\*\*\*\*\***

**For questions and to register for these state funded classes please call 931-486-6554 or 931-486-6556 between 7am-5pm.**

### **Career Scope\***

Career Scope is a computerized assessment of your interests and aptitudes. It takes approximately one hour to complete this assessment. This assessment is required for anyone who is interested in a Career Center scholarship for training. This should be the first step for those interested in a Career Center scholarship.

### **Career Scope Interpretation\***

After you complete the Career Scope assessment, you will need to attend a Career Scope interpretation group. Those who complete the assessment on Monday should register to come back to the 9 a.m. interpretation group on Tuesday. Those who complete the interpretation on Tuesday should register to attend the interpretation group immediately following their assessment. The group facilitator will help you to interpret your Career Scope and guide you to careers that match your interests and aptitudes. You will also learn how to research the job market and find out about the hot jobs of the future. You will get a training checklist of the requirements for those who are interested in Career Center Scholarships for training. Those interested in a Career Center scholarship must attend the Career Scope interpretation group.

### **Work Keys Assessment\***

Work Keys is a three hour computerized assessment of basic workplace skills in Reading for Information, Applied Mathematics and Locating Information. Prior to taking this assessment, you must complete a Key Train pre-test and achieve at least a three in each of the three areas. If you have high speed Internet at home, Career Center staff can give you instructions on how to complete this pre-test at home (you can get these instructions when you complete the Career Scope assessment). If you don't have high speed Internet at home, you can arrange a time with Career Center staff to take the pre-test. After you achieve a 3 in all areas, you should register to take the Work Keys. To be admitted to this test, you must have completed Career Center paperwork and bring a copy of your driver's license and social security card to the test. Please arrive 30 minutes prior to test time if you have not completed paperwork. Those achieving at least a three in all areas will receive a National Career Readiness Certificate which verifies to employers anywhere in the United States that an individual has essential core employability skills in the assessed areas. **This workshop is required for anyone who is interested in a Career Center scholarship for training.**

**TABE Testing\***---The TABE (Test of Adult Basic Education) tests your reading, math, and language skills. If you have been TAA certified, you will need to complete a TABE (Test of Adult Education). If you are interested in a degree program and are not TAA certified, you will need to take a TABE to determine your eligibility for a Career Center scholarship. Degree seeking students who have met all the entrance requirements of the training institution may be exempt from this test. If you are seeking a GED or need to upgrade your basic skills, you may need to take the TABE.

### **Pre-Scholarship Workshop**

Pre-scholarship workshop is a 15-hour workshop that is required for those who are applying for a Career Center scholarship. You must have a referral from a Career Advisor to attend this workshop. The purpose of this workshop is to help ensure that students achieve success in their training. Topics covered include study skills, time management, test taking strategies, and other topics to help you be successful in your training.

**\*If you are TAA certified, you must contact the TAA rep in your county of residence to make a training request. If you are not TAA certified, you may be eligible for a Career Center scholarship. All assessments for those seeking a Career Center scholarship must be completed 30 days prior to the start of training. All funding for training is dependent upon availability of funding and customer meeting all eligibility requirements.**

To register for these state funded classes,  
please call 931-486-6554 or 931-486-6556 between 7 am - 5 pm.

For more information about training and Career Center services call 931-607-1267.



UAW/GM Transition Center  
100 Saturn Parkway, Northfield Bldg.-2nd Floor  
Maildrop B-22  
Spring Hill, TN 37174