Workforce Boot Camp Themes
Also called Job, Employment, Career Boot Camps

A workforce boot camp is oriented to the particular theme or topic regarding work.

There are many topics you can pick and choose from, some are listed below.

<table>
<thead>
<tr>
<th>Employment</th>
<th>Education</th>
<th>Pre-employment</th>
<th>Skill Development/Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resumes</td>
<td>Job searching</td>
<td>Interviewing</td>
<td>Portfolios</td>
</tr>
<tr>
<td>Career Assessment</td>
<td>Goal Setting</td>
<td>Networking</td>
<td>Job testing</td>
</tr>
<tr>
<td>Cover letters/ Thank You &amp; Follow up letters</td>
<td>References &amp; Recommendations</td>
<td>Job &amp; Career Fairs</td>
<td>Barriers to Employment</td>
</tr>
<tr>
<td>Transferrable Skill Sets</td>
<td>Job Readiness</td>
<td>Dress for Success</td>
<td>Starting a Small Business</td>
</tr>
</tbody>
</table>

Boot Camps are can be structured for a one day session. These boot camps can also be conducted over a series of days for special circumstances.

Topics can be arranged together in a session or fully broken down into specific sub-groups for further examination in the examples below:

**Boot Camps (General)**

- **Job & Employment**
  - Resumes
  - Job Searching
  - Interviewing
  - Goal setting

- **Professional Social Skills Session**
  - Networking
  - Interviewing
  - Cover, thank you & follow up letters

- **Pre-employment**
  - Career Assessment
  - Goal Setting
  - Job searching
  - Job testing

- **Skill Development/Training**
  - Career Assessment
  - Job testing
  - Training programs
  - Education

**Boot Camp (Specific)**

- **Resumes**
  - Why have a resume?
  - Types of resumes
  - Resume Do’s and Don’ts
  - Resume development & creation

- **Job Searching**
  - Job Search methods: Which are you using?
  - On line job searches
  - Successful job search methods

- **Barriers to Employment**
  - Resumes for gaps in employment
  - Job application tips
  - Discussing your past with an employer

- **Interviewing**
  - The many ways of being interviewed
  - Top 10 interview questions
  - Hard to handle interview questions
  - Things to avoid or say during an interview