



Forest County Potawatomi
**Economic Support
Department**

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Forest County Potawatomi

**Economic
Support
Department**



Available for FCP
tribal members and
tribal community members

**EMPLOYMENT
SKILL SERVICES**

Contact Us Today!

RESUME´ DEVELOPING

- Tools and resume´ paper available
- Utilize computer to update and develop resume´

TURBO TYPING

- Interactive fun practice available on computer to increase your hand/eye coordination and speed

QUICK SKILLS

- Hands-on training to learn and enhance your computer skills of Microsoft programs, such as Word, PowerPoint, Excel, and Access

WISCAREERS WEBSITE

- Career exploration guide and opportunities on computer program
- Complete a variety of assessments based on interests, work values, career skills and workplace skills
- Help coordinate your work values into an exciting career
- Check out a variety of technical schools & colleges
- Practice writing great cover letters
- Guided program to set up your portfolio
- Save resume´'s, assessments and cover letter in your own personal locker

MOCK INTERVIEWS

- Let us give you a mock interview to prepare for obtaining the job of your dreams and/or to change careers
- Also provide tips to improve and enhance your valuable employability skills
- Improves on your communication skills and builds self-esteem

WORK EXPERIENCE

- Provide individuals with an opportunity to learn valuable work skills and work etiquette in different areas of the tribe
- Provides a work history for individuals
- Provides an opportunity to see if that job/position is the right fit



EMPLOYMENT COUNSELING

- Provide guidance in career decision-making skills
- Expectation of work environment and ability to relate to others
- Mentorship, encouragement and support

JOB SEEKING SKILLS

- Job application assistance
- Tips on how to avoid common application and resume´ errors
- Dissemination of labor market data - hot jobs - which job is high on demand for this area
- Preparing for work-tips on how to be successful for interviews
- Tips on how to keep employment

LIFE SKILLS CLASSES

- *(In partnership with the FCP Family Resource Center and other tribal entities.)*
- *Held every Wednesday at FCP Family Resource Center*
- Family nutrition
- Financial literacy - home budgeting
- Home improvement tips and beautification inside and out
- Time management
- Family crafts and ideas for family bonding
- Healthy relationships
- Many other classes available

DRIVERS LICENSE SERVICES (DEPARTMENT OF MOTOR VEHICLES - DMV)

- Provide direct connection between DMV and individual for obtaining driver's license information and/or status of driver's record
- Provide assistance with vehicle registration through DMV
- Provide tips for visiting Driver Centers - how to speed up process
- Provide information on online services through DMV
- Assist with the coordination of services for individuals to obtain in a timely manner and also set up transportation
- Future option of site location within the tribe for related services