



March



GM - WORKSHOP SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209	2 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209 “CareerScope Interpretation” 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228	3 **“WorkKeys Testing” 9:00-12:00pm & 1:00-4:00pm Northfield Rm. 1209	4 **“WorkKeys Testing” 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209	5 “TABE Testing” 9:00 am-12:00 pm Northfield Rm. 1209 “Open Lab” 1:00 am-4:00 pm Northfield Rm. 1209
8 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209 “Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3	9 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209 “Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3 “CareerScope Interpretation” 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228	10 **“WorkKeys Testing” 9:00-12:00pm & 1:00-4:00pm Northfield Rm. 1209 “Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3	11 **“WorkKeys Testing” 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209 “Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3	12 “TABE Testing” 9:00 am-12:00 pm Northfield Rm. 1209 “Open Lab” 1:00 am-4:00 pm Northfield Rm. 1209 “Pre-Scholarship Workshop” 9:00 am-12:00 pm Conf. Rms. 1, 2, & 3
15 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209	16 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209 “CareerScope Interpretation” 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm Room 1228	17 **“WorkKeys Testing” 9:00-12:00pm & 1:00-4:00pm Northfield Rm. 1209	18 **“WorkKeys Testing” 9:00-12:00pm / 1:00-4:00pm 5:00-8:00pm Northfield Rm. 1209	19 “TABE Testing” 9:00 am-12:00 pm Northfield Rm. 1209 “Open Lab” 1:00 am-4:00 pm Northfield Rm. 1209
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29 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209	30 “CareerScope” 9:00-11:00am & 1:00-3:00pm Northfield Rm. 1209 “CareerScope Interpretation” 9:00-10:30am / 11:00-12:30pm 2:00-3:30pm / Room 1228	31 **“WorkKeys Testing” 9:00-12:00pm & 1:00-4:00pm Northfield Rm. 1209		

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 training.

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*---If you are interested in seeking a degree, you may need to take the Test of Adult Basic Education (TABE)—this is a requirement for those seeking a Career Center scholarship. This tests you in basic math, reading, and language skills. If you are a degree seeking student who has met all the entrance requirements of the training institution, you may be exempt from this test. You may also need to take this test if you are seeking a GED or are interested in upgrading your basic skills in reading, math, or language.

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.

***All assessment requirements must be completed 30 days prior to the start date of training.**

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.



Spring Hill (Transition) Center

UAW/GM Transition Center
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