

# Certificate of Completion

Illinois workNet® hereby acknowledges that

Anais Flores

Has Successfully Completed the Illinois workNet® Work Readiness Assessments and Activities on

**6/18/2020**

Participant learned about the skills and qualities that effective employees possess including the following topics:

Communication  
Maintaining Professionalism  
Solving Problems and Critical Thinking  
Maintaining a Safe and Healthy Work Environment

Demonstrating Work Ethics and Behavior  
Maintaining Interpersonal Relationships  
Working as a Member of a Team

Activities cover the following topics:

Career and Training Program Exploration  
Finding Training Programs to Qualify for Careers  
Setting Goals  
Preparing a Resume and Portfolio  
Finding Job Openings

Applying for Jobs  
Interviewing  
Networking  
Starting a Job  
Managing Money  
Gaining Skills for Success



TRAINING • CONNECTING • DEVELOPING ILLINOIS' WORKFORCE