

# Certificate of Completion

Illinois workNet<sup>®</sup> hereby acknowledges that

**joyce coleman**

**Has Successfully Completed the Illinois workNet<sup>®</sup> Work Readiness Assessments and Activities on  
Wednesday, May 26, 2021**

**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