Welcome Agency Partners

The **mission** of Dress for Success is to empower women to achieve economic independence by providing a network of support, professional attire and development tools to help women thrive in work and in life.

The **vision** of Dress for Success is a world where women do not live in poverty, are treated with dignity and respect, are strengthening their families and shaping their communities.

*DFSC On Channel 5*

For every 1 woman lifted out of poverty, six others follow
What Services We Offer

**Suiting Program**
Attire for all professions
30 min virtual consultation to begin
On-site visit to confirm fit & pick up
Interview, Training, & Employment service levels

**Career Center Services**
1:1 Support / Consultation
Career Advancement Strategies
Conflict Resolution
Soft-skill Training

**Employment Retention**

**Virtual Workshops**
Topics to aid in job readiness, professional and personal development, and career advancement

**Grow With Google**
**Rapid Learning Institute**
**Skillport E-Learning**
These systems offer videos, podcasts, reading materials, MS software training, certain career certifications, online courses, and other educational resources
3 Levels of Suiting

**Suiting Program – Interview**
Head to toe be ready for any interview

**Suiting Program – Training**
6 separate garments for everyday wear that helps transition “at work” mindset

**Suiting Program – Hired/Employed**
8-10 garments appropriate to her new work environment

---

**Process for Acquiring Clothes**

1. 1:1 Virtual consultation with personal shopper to development your individual style profile (30 minutes)

2. Sign up for a ‘Suiting Appointment (Client)’ with one of our personal shoppers

3. Arrive at your appointment to ensure fit and pick-up clothing.

To get scheduled, call Allison Westerheide, Client Service Coordinator at 216-391-2316
Skillport E-Learning Tool

- Welcome email with Skillport Learning Credentials
- Login and go to Learning Plan to see assigned learning
  - Core Curriculum consists of 3 hrs total of trainings to be completed in 45 days

Dear awesterheide1 awesterheide1:

Are You Ready to Start Learning?

You have been provided access to an online learning solution that includes e-learning courses, supporting content, and technology designed to enable you to develop new skills and find answers to important questions 24x7.

The following information includes your log in credentials for accessing this resource.

Go to: https://roberthalf.skillport.com/

Username: awesterheide1
Password: welcome

(This is an informative message. Please do not reply to this email.)
## INDIVIDUAL LEARNING PLAN ELECTIVES

### Technology Development Electives

Suggested learning modules and courses are not limited to what is shown here.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Expertise Level</th>
<th>By:</th>
<th>Status:</th>
<th>Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Excel 2016 Essentials: Formulas and Functions</td>
<td></td>
<td>Beginner</td>
<td>Karen Henderson</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Microsoft Excel 2016 Essentials: Formatting Data</td>
<td></td>
<td>Beginner</td>
<td>Karen Henderson</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Designing Effective PowerPoint Presentations</td>
<td></td>
<td>Intermediate</td>
<td>Linde Foulkes</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Using Slide Masters and Slide Elements to Optimize Impact</td>
<td></td>
<td>Intermediate</td>
<td>Linde Foulkes</td>
<td></td>
<td>n/a</td>
</tr>
<tr>
<td>Working with the Interface and Performing Basic Tasks in Word 2016</td>
<td></td>
<td>Beginner</td>
<td></td>
<td></td>
<td>n/a</td>
</tr>
</tbody>
</table>
Welcome, Melony Butler

Quick Take Topics
- Building Trust & Credibility
- Conflict, Crisis & Change
- Onboarding & Retention

Assigned Training (0)
- Coaching, Training & Talent Development
- Decision Making

New Quick Takes
- Communication
- Employee Engagement
- Performance Management
- Personal Development

Fast Read Articles
Applied Digital Skills Presentation Deck (Adults and Jobseekers)

Use this presentation deck to familiarize the individuals in your community with Google’s self-paced, video-based digital skills curriculum, Applied Digital Skills, for adults and jobseekers.

Collaborate, Meet and Work Remotely

Discover how to schedule and host effective virtual meetings, collaborate on documents with others in real time, and access your files from anywhere—even from your phone.

Communicate with Calendar and Gmail

Use Google Calendar and Gmail to share important dates, reminders and events with others. Sharing schedules helps you become a better communicator. Effective communication defines expectations, improves teamwork, and builds trust.

Create a resume with Google Docs

Create a resume that will attract hiring managers’ attention and set you up for an interview. In this workshop, you will begin a resume in a digital document; list your work, volunteer, and educational experience; and polish your resume with editing and formatting tips.

Digital Skills for Everyday Tasks

Learn how to manage work and life tasks more effectively using Google tools. Whether you want to build a budget, create a meeting agenda or organize your priorities, these best practices will boost your productivity.

Power Your Job Search with Google Tools

Discover new job opportunities using Google Search, and learn how to organize and enhance your job search experience using G Suite tools.
PRICING AGREEMENT

**Group Days** - $250 per session

*Our individual Career Center services are included for any group day participant if needed.*

Session includes virtual workshops, navigation on Skillport and 2 services of the Suiting Programs - Interview and Training (minimum 5 and a maximum of 25)

$175 – virtual services including workshop presentation & admin services that includes Skillport access, navigation instructions, assessment and creating individual learning plans and follow up to ensure engagement

$75 global suiting service cost for 5 -25 women.

If less than 5 women of enrolled group follow up for suiting services **by month end**, we will invoice $15 per participant for that group.

Each participant will still receive both levels of suiting services.

So the invoicing would look like:

- Only 1 participant follow up for suiting services - $190
- Only 2 participants follow up for suiting services - $205
- Only 3 participants follow up for suiting services - $220
- Only 4 participants follow up for suiting services - $235
- 5 -25 =$75 global

$250

**Individual Referrals to Suiting Program Services** - $35 per service level (5 or more referrals monthly $15 per service level)

*Our individual Career Center services are included in any referral for our Suiting Program.*

- **Interview Suiting** - a head to toe interview attire including accessories.
  - i.e. (shoes, jewelry, purse and toiletries)

- **Training Suiting** – an additional 6 garments that provides professional looks for everyday wear.

- **Employment Suiting** – 8-10 garments of attire specific to the work environment the El Barrio client has achieved placement.