

**WIOA Participant:** \_\_\_\_\_

**Date of Class:** \_\_\_\_\_

**Title of Class:** \_\_\_\_\_

**Topics of Discussion:** \_\_\_\_\_

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**Incentive Amount:** \_\_\_\_\_

**Check below the Work Readiness Topics discussed:**

- Self-Esteem
- Anger Management
- Work Ethic
- Time Management
- Stress Management
- Problem Solving and Critical Thinking
- Team Work and Team Building
- First Impressions
- Communication
- Budgeting
- Networking
- Goal Setting
- Interview Skills
- Career Exploration
- Job Search
- Resume Writing

\_\_\_\_\_  
*WIOA Participant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*WIOA Case Manager Signature*

\_\_\_\_\_  
*Date*