

Career and Education Opportunities (CEO) Program For Teens and Young Adults

Requirements

Benefits to you

Phase 1
Where Can You Fit in the World of Work?
(1-2 months)

- Bring in all required paperwork
- Fill out application (parents/guardians sign if under 18)
- Attend job readiness and career exploration workshops
- Complete assessments for academic skills and career interests
- Set goals and steps to achieve them
- Get labor market info on career/apprenticeship interests
- Find areas of training or credential that interest you
- Contact Youth Employment Counselor at least every week

- Learn your strengths and what you have to offer employers
- Practice skills that will make you more competitive in the workforce
- Make connections with others who have similar goals
- Get informed on what careers are in demand
- Design a professional resume that will WOW employers
- Receive feedback and support from a professional about your interviewing skills

Phase 2
What Goals Can You Set and Achieve?
(3-6 months)

- Meet in smaller groups to target interests, set goals, work on additional job readiness skills
- Achieve short term goal and continue progress on long term goals (meet with staff on a regular basis)
- Polish up resume
- Review assessment results with Youth Employment Counselor
- Move forward into job or more formal training activity, course, or class

- Increase your FUTURE ECONOMIC OPPORTUNITY (potential earnings for life!)
- Receive job leads customized to your location, skills, and interests
- Eligible for rewards and bonuses (based on individual needs and goals obtained)
- Be connected to a job shadowing experience to explore in person a top career of your choice
- May receive help finding financial assistance for training and/or school

Phase 3
How is Your Placement Going and Are YOU TAKING CHARGE?
(12 months)

- Continue training and achieve credential or certificate
- Reevaluate any unmet goals and set additional goals
- Discuss support needed to maintain job, apprenticeship, military, educational, or training placement
- Provide verification of training completion or a pay stub from new job
- Contact Youth Employment Counselor at least once a month
- Update your resume with staff assistance
- Assist with sessions for new CEO Program youth

- Improved skills and qualifications so employers want to hire you
- On-going support on your side during any bumps in the road to your goals
- Leadership and work experience that looks great to employers and schools
- Qualifies you for 12 more months of support from our staff in case you ever need it!



The Career & Educational Opportunities Program of Northern Virginia is operated by the Fairfax County Department of Family Services on behalf of the Northern Virginia Workforce Investment Board. For more information, go to www.myskillsource.org or call Job Corner at (703) 531-6290.

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