

# LEARNING AT WORK SKILLS ACADEMY



The Learning at Work Skills Academy is an education program targeted towards regular staff employees (full- and part-time) of Notre Dame. Employees interested in improving their skills in their current position or gaining new skills for different positions may enroll in the various programs. The program provides the foundation for advancement and enrichment.

Programs offered include

- English as a Second Language (ESL)
- General Education Degree (GED) Preparation
- One-year Technical Certificate from IVY Tech Community College
- Two-year Associates in Applied Science Degree from IVY Tech Community College

## STEP ONE – Acquire Information & Career Assistance

The first step is to access information via the Human Resources webpage, a campus informational meeting or posting, or an inquiry to askHR. A conversation with a HR Business Partner or with an askHR Call Center Representative will connect you with a person who can provide career assistance regarding which option might best meet the learning and educational needs.

Career Coaching will help define a potential career focus. It may include assistance in developing a resume, honing interview skills, and participation in a career workshop. This self-discovery process includes a review of education and training options that may enhance career movement.

## STEP TWO – Skill Assessment

All of the above programs begin with an initial assessment of skills, interests, and prior educational background.

- Based on this assessment, a program is recommended to assist you in reaching your career aspirations.
- Participants then attend classes (on-line or classroom) delivered on the Notre Dame campus that will help them achieve their specific needs.

Options include a **Technical Certificate** (30 credits) or an **Associates of Applied Science (AAS) Degree** (60 credits). Most courses in the AAS Degree program transfer into four-year programs at many universities.