

JEFFERSON COUNTY BUSINESS EDUCATION ALLIANCE



Connecting business and education to create an outstanding workforce for today and tomorrow

“Hearing firsthand from local business leaders and employers about professionalism, networking, communication, financial management, and business etiquette is invaluable since they know they are hearing advice directly from working professionals who value and see the potential in high school students.”

**Tim Slater,
Wheat Ridge High School**

The Career Readiness Program is a 6 class course that offers high school students an overview of basic soft skills, business principles, and technological skills necessary to succeed in the modern workplace.

Resume Writing, References, Dining Etiquette, Professional Dress

Customer Service, Critical Thinking, Conflict Management

Checking Accounts, Credit Scores, Financial Responsibility

Workplace Technology, Formal Letters, Networking

Public Speaking, Goal Setting

Mock Interviews

The Career Readiness Program is meant to fit in your classroom at your convenience.

There is **NO COST** for this program as classes are sponsored and supported by the business community.

**It's easy as
1. 2. 3.**

1. Contact JCBEA to schedule the program in your classroom
2. Together we will coordinate the dates for JCBEA to present in your classroom
3. JCBEA will schedule business owners to present the content in your classroom



To get the Career Readiness Course in YOUR classroom, please contact:

info@JCBEA.org
303-653-2768
www.JCBEA.org