NVTI Training Solutions provides a series of courses for workforce development agency employment staff and others who serve veterans or transitioning service members. All courses can be delivered in your state as stand-alone offerings or in conjunction with your conferences or meetings.

For more information, including course availability, please contact Rudy Moreira, Training Manager (rodolfo.moreira@ucdenver.edu) or call 303-315-2200.

Please note: The prices listed below do not include costs associated with participant travel, meals, lodging, hotel equipment rental, or meeting room space.

**Disabled Veterans' Outreach Programs (DVOP) Specialist Update Training**

Tuition Price: $12,000  
Course Length: 1 1/2 days

This course can be customized to meet the unique needs of our staff. Potential topics we can cover include, but are not limited to:
- Tools for assisting homeless clients
- Assisting recently separated service members with translating their military experience into powerful reasons to hire them
- Interviewing techniques
- Exploring the most recent VETS guidance on roles and responsibilities of DVOP Specialists

**Local Veterans’ Employment Representative (LVER) Update Training**

Tuition Price: $12,000  
Course Length: 1 1/2 days

This course can be customized to meet the unique needs of our staff. Potential topics we can cover include, but are not limited to:
- Locating employment opportunities in the “hidden job market” for your American Job Center (AJC) job-seeking clients
- Improving collaboration within the AJC between employer outreach staff and those providing employment services to job seekers
- Capacity building
- Utilizing social media to conduct background research and connect with hiring decision makers
- Exploring the most recent VETS guidance on roles and responsibilities of LVERs
Leadership for the Integration of Veteran Services (LIVS) *UPDATED*

Tuition Price: $20,000 Course Length: 2 1/2 days

This course focuses on the roles of LVERs and DVOPs based on refocusing efforts. Key topics include priority of service, integration, and measurement tools. The training is aimed at individuals who are partners with veteran staff, and those who supervise the veteran program staff.

Participants for this course could include VETS staff, State VETS coordinators, State Employment and Training Directors, Area Managers, Local Office Managers and Supervisors, and others who supervise LVER/DVOP staff.

Case Management Training / Advanced Case Management

Tuition Price: Depends on course length. We can customize the program to meet your specific needs and provide up to 4 days of training.

This course covers the case management process, including assessment, note taking, confronting tough issues, documentation, goal setting, networking, individual development plans and follow-up.

Job Coaching for the Offender Population (JCOP)

Tuition Price: $8,000 Course Length: 1 day

This course is designed for anyone who works with formerly incarcerated individuals or veterans to help them find employment through job coaching, retention, and placement.

Alternative Job Placement Strategies and Disability Awareness

Tuition Price: $8,000 Course Length: 1 day

The course focuses on the needs and concerns of individuals with a disability (concentrating on Post Traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), Amputations, and Deafness) transitioning from the military, and alternative strategies for helping these and other populations get employment. The class gives participants examples of job proposals and teaches how to approach employers as business people who are always looking at better ways to do business that result in a better bottom line.

Developing the Career Readiness Coach

Tuition Price: $28,000 Course Length: 3 and 1/2 days

Topics include:
- Interpreting a formal assessment instrument for the job seeker
- Developing an informal assessment tool for the job seeker
- Interpreting local labor market information
- Using a resume template
Answering difficult interview questions using the four stages of the interview process

**Effective Business Outreach Strategies**

Tuition Price: $8,000 Course Length: 1 day

Description: This seminar is designed from the perspective of businesses and their hiring needs. The seminar will begin with an understanding of how hiring authorities find job candidates and fill position openings in the hidden job market. By the end of the training, each participant will have the knowledge to incorporate top skill sets used by the most successful job developers. They will leave with proven techniques for expanding their network and positioning themselves as a valued hiring resource. Practical applications include telephone presentations for an initial contact, the use of e-mail as a communication tool, creating powerful follow-ups, and handling objections.

**Ultimate Job Search for the 21st Century Training**

Tuition Price: $20,000 Course Length: 2 ½ days

This is a “train-the-trainer” course in how to utilize the Ultimate Job Search for the 21st Century DVD series and workbook in a job search workshop setting. This course provides numerous inventive and exciting training techniques, offering new ways to deliver content in your current job search workshops. This course discusses the use of games, interactivity, group dynamics, audio/visuals, workbook interactivity, etc. when covering subjects such as interviewing, resume writing, networking, social media, and several other facets of job search workshops.

**Generational Differences @ Work**

Tuition Price: $8,000 Course Length: 1 day

Recent data from the Department of Labor indicates there are now an unprecedented five generations in the workplace today! Between the Silent Generation, Boomers (two groups -- early and late stage), Generation X, and Generation Y groups, sometimes it may feel as though no one speaks the same language.

How can you capitalize on the strengths and perspectives of each group to form a cohesive, inclusive team? We’ll explore promising practices that can help you make the most of the unique attributes of each generation and preserve the assets each brings to the workforce.

**Principles of Applications and Resume Development**

Tuition Price: $8,000 Course Length: 1 day.

Topics include:
- Key guidelines for resume composition
- Exploration of Resume pitfalls
• Preparation of resumes for on-line submission
• Methods of submitting applications (paper applications, electronic and kiosk systems.
• What employers are looking for in an application

**Federal Hiring and Application Process**

Tuition Price: $8,000 Course Length: 1 day

Topics include ways to get a job with the federal government (Veterans Preference, Special Hiring Authorities for Veterans, the Veterans Employment and Opportunity Act) and applying through USAJobs.gov.

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