



Your union. Your future.



1. JOB READINESS

- Writing a Resume
- Job Search Strategies
- Interviewing Strategies
- Effective resumes
- Interviewing Skills

2. PERSONAL SKILLS

- Personal Characteristics
- Time Management
- Communicating at Work
- Speaking
- Listening

3. EMPLOYER RELATED EXAMS

4. FINANCIAL PLANNING

- Financial Planning and Investing
- Checking and Savings Accounts
- Budgeting
- Insurance
- Credit Cards and Loans

ESSENTIAL EMPLOYMENT SKILLS

Focus on U is the newest part of **CWA/NETT Academy**, and provides personal guidance for members in the areas of financial planning, job preparation, personal skills and Employer Specific EXAM Prep. **Focus On U** provides unlimited access to a variety of self-paced learning modules. *It is the latest CWA members benefit and it is all complementary.*

To explore **Focus on U**, and all its tools for success building, go to:

www.cwanett.org/focusonu

