



BUILDING MY CAREER REGISTRATION FORM

Please type or print clearly

SECTION I: YOUR INFORMATION

OFFICIAL USE
 DATE RECEIVED _____
 RECEIVED BY _____

Date _____

Full Name _____

Last Name
First Name
Middle Initial

Email _____
 (Registration confirmation will be sent to the above email)

Company Name _____
 (n/a if not applicable)

Job Title _____
 (n/a if not applicable)

Home Address _____

Street
City
ST
Zip Code

Work Address _____

Street
City
ST
Zip Code

Daytime Phone _____ Alternate Phone _____
 (Include area code) (Include area code)

How did you learn about Peaslee Tech?

- Family/Friend
 Teacher/Counselor
 Web Search
 Facebook
 Newspaper Ad
 Poster/Brochure
 TV Spot
 Other _____

SECTION II: COURSE SELECTION & FEE

Courses listed below are sponsored by **Emprise Bank*

The non-credit courses below are highly recommended by area industry partners. Visit www.peasleetechnology.org for links to our credit-based courses and course schedules and descriptions. Call 785-856-1801 with questions or for more information. **Note: To receive a certificate for these courses, you must attend at least 75% of each of the four modules listed below.**

THE FOUR COURSES BELOW ARE OFFERED AS A BLOCK. Enrollment requires participation in all four courses. Participants are expected to attend all classes. Please register me in all four courses for Spring 2017

Due to increased interest in the course, participants not attending the first class session will be replaced with another on the waiting list.

MODULE TITLE	MODULE NUMBER	TIME/DATES	FEE
Creative Problem Solving (5 weeks)	PC 201S	Tuesday 5:00-7:30 PM 1/10/2017 – 5/16/2017	Free*
Resolving Workplace Conflicts (4 weeks)	PC 202S		
Financial Literacy (5 weeks)	PC 203S		
Building My Career (4 weeks)	PC 101S		

SECTION III: COURSE BOOK POLICY

Books provided for the class are the property of Peaslee Tech. Books will be checked out to course participants with the understanding books will be returned in good condition at the end of the course. If a participant is interested in purchasing the book(s) he/she will be charged Peaslee Tech's cost for the book(s).

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SECTION IV: EASY REGISTRATION OPTIONS

Mail: The Dwayne Peaslee Technical Training Center
2920 Haskell Avenue, Suite 100
Lawrence, KS 66046

Questions: Call 785-856-1801 or email mhunt@peasleetech.org with questions or to receive help in completing the form.

SECTION V: SPECIAL ACCOMMODATION

If you will need special accommodation, please check the box and a member of Peaslee Tech staff will contact you.

Course Descriptions

PC-101S, Building My Career (noncredit)

Expectations of trainees and of Peaslee Tech management are conveyed to each other. Industry partners participate in this course weekly to provide trainees with a sense of their commitment to training, their concepts of career development, and their support for skilled workforce. Peaslee Tech helps trainees develop a career pathway model by considering the key areas associated with growth in successful careers. This pathway model is designed to help trainees understand the value of thinking about a career proactively, rather than simply getting a job.

PC-201S, Creative Problem Solving (noncredit)

This course helps participants learn the advantages of structured problem-solving approaches. Participants learn how to identify core problems, solution options, and the impacts of decisions on work processes. Examples of problems found in industry-partner companies will be used.

PC-202S, Resolving Workplace Conflicts (noncredit)

This course helps participants understand conflict, viewpoints stemming from another person's perspective, how to manage anger, fair fighting guidelines, and argumentation. Emphasis is placed on conflict resolution methods, mediation, being an effective employee, and the role of human relations in a company.

PC-203S, Financial Literacy (noncredit)

This course helps you learn about banking, debt, planning, being an informed consumer, investing in education, purchasing a car or home, taxes, life insurance and other insurances. Also covered are estate planning and development of a lifelong perspective on your personal financial health. Industry representatives will guest, if possible, to provide a broader perspective about financial literacy for the individual.

NONDISCRIMINATION, EQUAL OPPORTUNITY, AND AFFIRMATIVE ACTION

The Dwayne Peaslee Technical Training Center is an Equal Employment Opportunity/Affirmative Action employer. We uphold high standards for diversity and multiculturalism. Our employees are expected to engage in the development of an inclusive community.

The Dwayne Peaslee Technical Training Center provides equal opportunity to and does not discriminate against students, employees, or applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its courses, programs, and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

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