



WORKFORCE CENTERS

of South Central Kansas

KANSASWORKS.COM

In Partnership with AmericanJobCenter®

Wichita Workforce Center

2021 North Amidon #1100

Wichita, KS 67203

316.771.6800

Mon. - Thurs. 7:00 a.m. to 6:00 p.m.

Friday 9:00 a.m. to Noon

Butler Workforce Center

524 N. Main

El Dorado, KS 67042

316.321.2350

Mon. - Thurs.

8:00 a.m. to 1:00 pm and 2:00 p.m. to 5:00 p.m.

Cowley Workforce Center

108 East 12th Avenue

Winfield, KS 67156

620.221.7790

Mon. and Wed.

9:00 a.m. to Noon and 1:00 p.m. To 4:00 p.m.

Sumner Workforce Center

314 N. Washington

Wellington, KS 67152

620.326.2659

Tues. and Thurs.

8:30 a.m. to Noon and 1:00 p.m. to 4:30 p.m.

*hours may vary, visit our website
to verify operating hours

Equal Opportunity Employer Program - Auxiliary aids and services are available upon request to individuals with disabilities. The hearing impaired may contact the Workforce Centers by calling the Kansas Relay Center at 1.800.766.3777.

*This project is funded under agreement with the US Department of Labor.
Proud member of the American Job Centers.*

www.workforce-ks.com



Career Center Services

Wichita • Butler • Cowley • Sumner
• Harper • Kingman

On-site Job Fairs

- Advertising to candidates in the Workforce Centers and online
- Office space for private interviews
- Staff assistance
- Our Business Services Team can recruit, screen, and make referrals while you do the interviewing and hiring

Veteran Services

Staff at the Workforce Centers can provide information regarding available employment programs, training opportunities and services, eligibility requirements and veterans priority.

VETERANS PREFERENCE

Job Search Assistance & Skills Building

Job seekers can utilize available resources to identify and track employment related goals:

- Access to computers and internet
- Fax machine, copier and telephone
- Labor Market information
- Resume evaluation, one-on-one job search and interview coaching

Assessment Tools

Specially designed assessment tools help focus job search efforts and highlight:

- Employment related interests,
- Current job skills, and
- The skills needed for career advancement

***“Strengthening Our
Workforce One Client
at a Time”***

Workshops & Seminars:

Job Search Success:

- Resume Writing
- Interviewing
- Job Search Skills & Strategies
- Basic Employability Skills
- Social Media
- Networking
- Soft Skills
- Generations in the Workplace

Computer Skills Series:

- Basic Computers 101
- Basic Computers 102
- Microsoft Office 2013
 - Introduction to MS Word
 - Intermediate MS Word
 - Advanced MS Word
 - Introduction to Excel
 - Intermediate Excel
 - PowerPoint

**For more information or to register for one of our FREE workshops/seminars go to the link below or call us at
316-771-6800**

<http://www.workforce-ks.com/workshops>

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