



# Career Enhancement Program 2012-2013 Schedule



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## WELCOME

MDX believes education is the foundation of economic development in Miami-Dade County. Unemployment reached its peak in Miami-Dade County at 13% in 2010, as of the 2nd quarter of 2012, it is down to 10%. MDX recognized the importance of helping individuals get back to work. MDX is happy to announce the continuation of its newest addition to *MDX For Business*, the Career Enhancement Program. In times where many individuals of our community are still unemployed, through no fault of their own, MDX has designed a program to provide free technical certifications and assistance to unemployed transportation industry and ancillary professionals. The Program is intended to enhance the qualifications of individuals in order to become more competitive in the job market.

Based on the types of projects that are expected to be let in the upcoming year, as well as the soft skills required to successfully compete in the job market, MDX has identified the following courses:

- |                               |                     |
|-------------------------------|---------------------|
| – Quality Control Manager     | January 17-18,2013  |
| – OSHA                        | March 14 – 15, 2013 |
| – Job Hunting Survival Skills | TBD                 |



## ELIGIBILITY

In order to be eligible for the Career Enhancement Program, applicants must meet the following criteria:

- Be out of work for a minimum of 6 months
- Reason for being let go must be one of the following:
  - Laid Off
  - Workforce Reduction
  - Job Completed
  - Office / Company Closed or Relocated
- Must have a minimum of 5 years of experience in their industry
- Must provide a letter of recommendation / character reference, preferably from a former employer
- Must fully complete the Career Enhancement Program application below



## JOB HUNTING SURVIVAL SKILLS

- ❖ **Targeted Participants:**  
Unemployed individuals of all industries.
  
- ❖ **Course Description:**  
Provides individuals with refreshers on resume-building and interview skills and provides tips on being the stand-out candidate for the job using specific cover letters, strategic follow-ups, and the powers of social media.
  
- ❖ **Course Date:**  
➤ TBD
- **Application Deadline:**  
TBD
  
- ❖ **Location:**  
➤ Miami-Dade Expressway Authority (MDX)  
3790 N.W. 21 Street, Miami FL 33142
  
- ❖ **Course Details:**  
This is a one day course.

**SPACE IS LIMITED**



## QUALITY CONTROL MANAGER

❖ **Targeted Participants:**

Unemployed individuals in the construction and CE & I industries.

❖ **Course Description:**

Assures that test results used for quality control, verification, dispute resolution and acceptance of asphalt pavements are performed in accordance with the standard test methods.

❖ **Course Date:**

➤ **January 17-18,2013**

▶ **Application Deadline:**

**January 11,2013**

❖ **Location:**

➤ Florida International University (FIU)- Engineering Center  
10555 W. Flagler Street ,Miami, Florida 33174

❖ **Course Details:**

This course will consist of a two day training class with a written multiple-choice examination and a proficiency examination.

**SPACE IS LIMITED**

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## OSHA TRAINING

❖ **Targeted Participants:**

Unemployed individuals in the construction and CE&I industries.

❖ **Course Description:**

The 10-hour Construction Industry Outreach Training Program is intended to provide an entry level construction workers general awareness on recognizing and preventing hazards on a construction site. The training covers a variety of construction safety and health hazards which a worker may encounter at a construction site. OSHA recommends this training as an orientation to occupational safety and health. Workers must receive additional training on hazards specific to their job.

❖ **Course Date:**

➤ **March 14-15, 2013**

▶ **Application Deadline:**

**March 7, 2013**

❖ **Location:**

➤ Florida International University (FIU)- Engineering Center  
10555 W. Flagler Street, Miami, FL 33174

❖ **Course Details:**

This day course will consist of two days of class with a written examination on the third day.

**SPACE IS LIMITED**

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## CLOSING STATEMENT

MDX continues to strive to make a difference in our community. The *Career Enhancement* Program is just one of the many ways we contribute to the growth of our local economy through the Miami-Dade County Business Community.

We thank you for your interest and encourage you to take full advantage of these opportunities.

Your comments and suggestions are welcomed and encouraged. In the meantime, we look forward to seeing you at one, or more, of the courses.

**MIAMI-DADE EXPRESSWAY AUTHORITY  
PROCUREMENT & CONTRACTS DEPARTMENT  
3790 N.W. 21 STREET  
MIAMI, FLORIDA 33142  
305-637-3277  
[SBTRAINING@MDXWAY.COM](mailto:SBTRAINING@MDXWAY.COM)**



## HOW TO APPLY

Interested individuals should fill out the Application found herein and on the MDX website ([www.mdxway.com](http://www.mdxway.com)) and e-mail to [SBTRAINING@MDXWAY.COM](mailto:SBTRAINING@MDXWAY.COM)

Information and schedule of all trainings is included herein. For further information, please feel free to contact us at [SBTRAINING@MDXWAY.COM](mailto:SBTRAINING@MDXWAY.COM) or (305) 637-3277.

**PLEASE USE THE CAREER ENHANCEMENT PROGRAM APPLICATION FOUND ON THE LAST PAGE OF THIS DOCUMENT**





## Career Enhancement Program Application

MDX reserves the right to reject any application for any reason, at its sole discretion. Applications are considered on a first-come, first-serve basis. All courses have limited space capacity. Applicants shall clearly identify which course they are applying for and fill out the application in its entirety. Please fill out one application per course. COMPLETED APPLICATIONS SHALL BE E-MAILED TO SBTRAINING@MDXWAY.COM

### APPLICANT'S INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name of Prior Employer: \_\_\_\_\_

Length of Time of Prior Employment: \_\_\_\_\_

Total number of years of experience in relevant industry: \_\_\_\_\_

*(minimum of 5 years to be selected for this Program)*

### REASON FOR UNEMPLOYMENT:

- Laid-Off
- Workforce Reduction
- Job Completed
- Office/Company Closed or Relocated

### COURSE APPLYING FOR:

- Quality Control Manager
- OSHA Training
- Job Hunting Survival Skills

***(Deadline to submit application: January 11, 2013)***

***(Deadline to submit application: March 7, 2013)***

***(Deadline to submit application: TBD)***

### STATEMENT OF BENEFIT

Please describe how this Program will assist you to become more competitive in the job market:

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### DEADLINE

The completed application shall be submitted to MDX **no later than 5:00 P.M. on the dates outlined above for each course.** The application may be e-mailed to [sbtraining@mdxway.com](mailto:sbtraining@mdxway.com), or delivered to 3790 NW 21 Street, Miami.