



VETERANS' EMPLOYMENT & TRAINING SERVICE  
UNITED STATES DEPARTMENT OF LABOR

# DOL VETS TAP

# WORKSHOP

# CATALOG



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# Transition Assistance Program (TAP) Workshops



The Transition Assistance Program (TAP) is a cooperative effort between the Department of War, Department of Labor's Veterans' Employment and Training Service (DOL VETS), Department of Education, Department of Veterans Affairs, Department of Homeland Security, Small Business Administration, and the Office of Personnel Management.

DOL's portion of the Transition Assistance Program provides information, tools, and training to ensure transitioning service members and their spouses are prepared for the next step in civilian life.

**All TAP workshops are available to the spouses and caregivers of transitioning service members.** They are encouraged to attend.

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## EMPLOYMENT FUNDAMENTALS OF CAREER TRANSITION (EFCT)



EFCT is a one-day foundational workshop that introduces essential tools and fundamentals that will help you find success in your job search. Topics include building your brand, networking, and other effective strategies to make a memorable impression on the employer. Explore post-separation employment options, resources, and action steps to set yourself apart from other applicants and advance your career goals. EFCT is mandatory for all transitioning service members.

- Identify typical actions to get a job.
- Align employment expectations with personal needs and goals.
- Discover resources to help you search for jobs and find employment.

## WOUNDED WARRIOR AND CAREGIVER EMPLOYMENT WORKSHOP (WWCEW)



For wounded, ill, and/or injured transitioning service members (or those who are going through the Integrated Disability Evaluation System [IDES] process), WWCEW replaces the mandatory one-day employment workshop (Employment Fundamentals of Career Transition [EFCT]). This self-paced online training is available 24/7, is fully accessible, and introduces the essential tools to help you find success in your job search.

## DEPARTMENT OF LABOR EMPLOYMENT WORKSHOP (DOLEW)



DOLEW is a comprehensive two-day workshop that builds on the overview provided in Employment Fundamentals of Career Transition (EFCT). This optional two-day Employment Track offers exercises to hone your skills and develop your job search strategies. DOLEW includes expanded training on interviewing techniques, building effective resumes, conducting salary negotiations, and using technology to network and search for employment.

- Write a master or targeted resume.
- Understand the federal employment process.
- Expand your network and market yourself using social media.
- Develop interview strategies and learn how to respond to job offers.

## CAREER AND CREDENTIAL EXPLORATION (C2E)



This two-day, optional Vocational Track offers guidance as participants identify what they want to do in their career and create a specific plan to accomplish it. In this workshop, you will complete self-assessments to determine your aptitudes, interests, and work values — all designed to assist you in making career decisions. C2E also helps you explore ways to gain new skills and training while earning licenses, degrees, or certifications to boost your marketability to employers.

- Explore career opportunities.
- Define the concept of career and technical education.
- Identify the training requirements and qualifications needed for your occupations of interest.
- Develop a plan of action to accomplish a specific career goal.

### WORKSHOP DELIVERY

Workshops are offered **in person**, **virtually**, or **self-paced online**. TAP eLearning workshops (WWCEW, EFCT, C2E, DOLEW) are located at [TAPevents.mil/courses](https://TAPevents.mil/courses).



IN PERSON



LIVE, VIRTUAL



SELF-PACED

Transitioning service members need to contact their installation TAP office for registration requirements, prerequisites, and additional information.

### Q&A SESSIONS

Q&A Sessions are available for all eLearning participants of DOL TAP workshops. In these sessions, an experienced facilitator answers questions and expands upon concepts covered in the workshops. Sessions are scheduled as open office hours and participants are welcome to come and go as desired.



# Workshops for Spouses and Caregivers



Transition Employment Assistance for Military Spouses and Caregivers (TEAMS) is a series of employment training workshops, offered at no cost, that helps military spouses and caregivers find success in their job search.

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## 2-HOUR WORKSHOPS

### CAREER CREDENTIALS



Professional licenses and credentials increase your appeal to employers and establish your qualifications to perform a specialized job. Career Credentials, a two-hour workshop, shows clear pathways for credentialing and identifies resources that will help ensure your credentials are in good standing after moving.

- Understand the common types of credentials and why they are important.
- Explore options to earn credentials in your desired field or occupation.

### FEDERAL HIRING BASICS



The federal employment system consists of multiple agencies governed by various regulations. Federal Hiring Basics is designed to give you a better understanding of the hiring process while identifying resources that will help you navigate your federal job search.

- Identify preferences, executive orders, and special hiring authorities for veterans and military spouses.
- Recognize differences between a federal resume and a standard business resume.
- Decipher federal job announcements.

## FLEXIBLE JOB OPTIONS



The work-life balance is often unpredictable, but there are jobs that can provide you with the financial stability and versatility to suit your situation. Flexible Job Options helps you identify sources of employment that leverage your skills, interests, and abilities.

- Find resources to aid your search for gig jobs, contract work, or remote work.
- Identify employment opportunities in the temporary job market.

## INTERVIEW SKILLS



You have an interview request! Now what? Preparation is key; you do not get a second chance to make a great first impression. In Interview Skills, you will prepare for those hard-to-answer questions and gain the know-how to interview with confidence.

- Understand the importance of researching industries, companies, and job descriptions.
- Observe and evaluate interview techniques.

## JOB FAIR STRATEGIES



Job fairs are an excellent way to grow your network. Job Fair Strategies will help you craft your professional introduction, explore typical on-the-spot interview questions, and learn how to maximize your time when you attend a job fair.

- Learn how to approach a recruiter.
- Discover what to do before, during, and after a job fair.

## LINKEDIN PROFILES



Discover how to use LinkedIn as a professional networking tool. LinkedIn Profiles offers tips on how to make your profile stand out and strategies for using the platform to market your professional brand. This workshop is a prerequisite for LinkedIn Job Search.

- Explore LinkedIn as a professional networking tool.
- Create and improve your LinkedIn profile.

## LINKEDIN JOB SEARCH



Expand your knowledge of the platform. LinkedIn Job Search demonstrates how to effectively use your account as a job search tool. Understand how recruiters search for candidates and then learn how you can leverage this information to create professional opportunities.

- Discover LinkedIn Recruiter.
- Grow your network through connections, groups, and companies.
- Set job search alerts.

## MARKETING YOURSELF TO EMPLOYERS



The process of finding a job is an exercise in selling your skills, abilities, experience, and education to an employer. Marketing Yourself to Employers introduces a modern marketing-based approach to your job search, making the process less stressful and more productive.

- Recognize why marketing tactics are key to your job search and learn how to use them.
- Create an action plan for your job search.

## MY NEXT CAREER MOVE



Set yourself up for success by understanding the factors that impact a career change. My Next Career Move examines interest profiling, skills matching, and labor market information (LMI) to equip you with the basic tools needed to begin career exploration.

- Learn about DOL resources and assessment tools.
- Evaluate different careers.

## SALARY NEGOTIATION



Take the mystery out of Salary Negotiation. In this workshop, you will research company-specific salary ranges and learn what factors affect compensation for your desired occupation. Know your worth in the marketplace and how to leverage that information effectively.

- Compare job requirements to your experience and education.
- Understand how both hard and soft skills impact compensation.
- Evaluate job offers and learn how to respond to them.

## YOUR RIGHTS AT WORK



Laws and regulations protect you both as a job applicant and employee. Your Rights at Work covers important legislation affecting workers, including protections for those with disability or veteran status. Educating yourself on fair labor laws and reasonable accommodations can help safeguard your career.

- Learn practical tips to advocate for yourself as an employee.
- Locate resources for assistance with workplace issues.

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## 4.5-HOUR WORKSHOP

### RESUME ESSENTIALS



A resume is often the first line of contact you have with a potential employer. Resume Essentials is a comprehensive 4.5-hour workshop that guides you through the process of crafting a document that will help you make a memorable first impression.

- Know what employers are looking for in a resume.
- Write in a way that best represents your skills and qualifications.
- Use the STAR (Situation, Task, Action, Result) Method to highlight your accomplishments.

### WORKSHOP DELIVERY



IN PERSON



LIVE, VIRTUAL

TEAMS workshops are instructor-led, offered **in person** or **virtually**.

Register for virtual TEAMS workshops at [dol.gov/TEAMSworshops](https://dol.gov/TEAMSworshops).



# Military Life Cycle (MLC) Microlearning Courses

**These online modules are available to the general public, but are intended for active-duty service members, military spouses, caregivers, and veterans.**

## APPRENTICESHIP



Many jobs require professional or technical licenses and credentials. How can you meet this requirement in a cost-effective way? Apprenticeships offer a pathway to securing credentials and developing in-demand skills. During this 30-minute online module, explore different types of training programs that are available. Learn more about apprenticeships and how they can elevate your career options.

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## EMPLOYMENT RIGHTS AND SELF ADVOCACY



Employment laws ensure fairness and safety for both employees and employers. Legal guidelines address a wide range of job-related topics including wages and hours, veteran protections, reasonable accommodations, and discrimination. This 45-minute online module is your orientation to the laws that affect employment. Learn to safeguard your rights, seek support, and confidently navigate workplace challenges.

## TRANSLATING MILITARY TO CIVILIAN TERMS



The person reviewing your application or conducting your interview is unlikely to have served in the military. Titles, jargon, and acronyms from your military career may be confusing to them. Therefore, translating military language into civilian terms is essential to communicating your skills and experience to employers. In this 15-minute online module, discover how artificial intelligence (AI) can simplify the translation process and learn why civilian-friendly language can help you achieve positive results in your job search.

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## SET YOURSELF APART USING STAR



What sets you apart from other candidates with similar qualifications when applying for the same job? Stand out from the crowd using the STAR (Situation, Task, Action, and Result) method. Craft powerful achievement statements to help you prepare for an interview, write your resume, or create your professional introduction. In this 10-minute online module, learn how the STAR method shifts the focus from job duties to job achievements.

## COURSE DELIVERY



SELF-PACED

Microlearning courses are **self-paced** eLearning modules.

Visit [TAPevents.mil/courses](https://TAPevents.mil/courses) and select **Military Life Cycle (MLC)** from the dropdown menu.