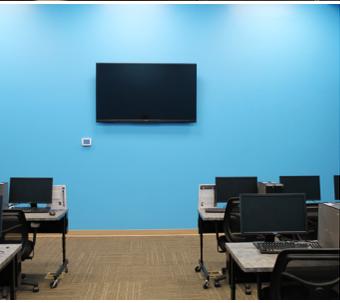




**WORKFORCE CENTERS**  
of South Central Kansas  
**KANSASWORKS.COM**  
In Partnership with AmericanJobCenter®



**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.*



**Career Center Services**

- Wichita • Butler • Cowley • Sumner
- Harper • Kingman

[www.workforce-ks.com](http://www.workforce-ks.com)

## 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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