



Instructions to Create a Workshop and use IMAGO

There are currently two Workshop series we offer at Workforce Connection using the IMAGO website. The first is the *Job Readiness Workshop* and the second is the *Interview Preparation Workshop*. Below are the instructions to create classes.

This is the link to the log-in page:

<https://go.weareimago.com/login>

1. Workshop – Creation

Workshops shall be created by the standard format listed below, any deviation from the standard format, the facilitators will be asked to change format or the workshop will be deleted from the IMAGO platform:

1. Click on the link below to view a short video on how to create a class:
<https://go.weareimago.com/admin/library/toolbox/lesson>
2. After watching short video, click on the Management Tab.
3. Select your Site base on your program:
 - a. Adult
 - b. Dislocated Worker
 - c. Youth Urban
 - d. Youth Rural
4. Add a Class, utilizing the following format:
 - a. JRW/ModX/(insert name of module)
 - b. IP/ModX/(insert name of module)
 - c. Select yourself as a facilitator
 - d. Date Range of Workshop is matched to fiscal year
 - e. Save Class
5. To view assigned completed lessons from the management tab click on Users and search participant name to find completed lessons.

2. Job Readiness Workshop Naming Standard

Below is the standard naming convention for each workshop:

- JRW/MOD1/Adaptable and Productive Problem Solver
- JRW/MOD2/Digital Literacy
- JRW/MOD3/Learning, Creativity and Adaptability
- JRW/MOD4/Communicator and collaborator
- JRW/MOD5/Responsible and Ethical Decision Maker
- JRW/MOD6/Life Skills
- JRW/MOD7/Personal Development
- JRW/MOD8/ Resume

3. Interview Preparation Workshop Naming Standard

- IP/MOD1/Interview Dos and Do Not's
- IP/Mod2/Interview Your Answers

4. Virtual Workshop Assignments

During the Virtual Job Readiness Workshop, you may give assignments to complete after the workshop each day. This may include completing Study Guides for the lessons discussed in the workshop that day to check for knowledge.

During the Virtual Interview Preparation Workshop, facilitator must assign Your Answer for each of the 5 modules listed.

Once the assigned Study Guides are completed, the facilitator case notes a brief overview of the topics and outcomes of assignments.

Facilitators are **not** to print an upload to CalJOBS.