



WORKSHOPS[®]
FOR WARRIORS

STUDENT HANDBOOK - WELDING

V10

Anne Bottema
anne@fwusa.org

Confidentiality Notice

This document is the proprietary and confidential property of Workshops for Warriors. No part of this document may be disclosed to a third party without prior written consent.

Contents

Our Mission.....	5
Calendar.....	6
Syllabus.....	7
General Information.....	7
Assignment Policy.....	7
Homework and Quizzes.....	7
Textbook/Equipment Requirements.....	7
Instruction Method.....	7
SHIELDED METAL ARC WELDING BASIC (SMAWB – aka Stick Welding).....	8
Qualifications (2).....	8
BASIC GAS METAL ARC WELDING BASIC (GMAWB – aka MIG Welding).....	9
Qualifications (3).....	9
FLUX CORE ARC WELDING BASIC (FCAWB).....	10
Qualifications (2).....	10
Tools.....	11
Personal Protection Equipment (PPE).....	12
Code of Conduct.....	13
Attendance.....	13
Safety Policy.....	14
Workplace Discrimination and Harassment.....	15
Academic Integrity.....	15
Drugs & Alcohol.....	16
Smoking.....	16
Food and Drinks.....	16
Class Leader/Foreman.....	16
Cleaning.....	16
Mascots.....	16
Student Assistance.....	17
Transportation.....	17
Parking.....	17
Financial Assistance.....	17
Counseling.....	17

Tours	Error! Bookmark not defined.
Grooming & Presentation	Error! Bookmark not defined.
Personal Talking Points (aka “Elevator Pitch”).....	Error! Bookmark not defined.
What we need.....	Error! Bookmark not defined.
What NOT to say... ..	Error! Bookmark not defined.
Career Assistance	Error! Bookmark not defined.
Employer Contact & Interviews	Error! Bookmark not defined.
Cleanup Your Online Presence.....	Error! Bookmark not defined.
Elevator Pitches.....	Error! Bookmark not defined.
The Technique.....	Error! Bookmark not defined.
When to use an elevator pitch.....	Error! Bookmark not defined.
Creating Your Pitch	Error! Bookmark not defined.
LinkedIn.....	Error! Bookmark not defined.
General Comments	Error! Bookmark not defined.
Introduction Section	Error! Bookmark not defined.
Experience Section.....	Error! Bookmark not defined.
Education Section	Error! Bookmark not defined.
Featured Skills & Endorsements	Error! Bookmark not defined.
Recommendations & Connections.....	Error! Bookmark not defined.
Accomplishments.....	Error! Bookmark not defined.
Interests	Error! Bookmark not defined.
Using LinkedIn to Look for a Job	Error! Bookmark not defined.
Resume Development.....	Error! Bookmark not defined.
Interviewing Guidelines	Error! Bookmark not defined.
Preparation	Error! Bookmark not defined.
General Suggestions (All Types).....	Error! Bookmark not defined.
Phone Interviews	Error! Bookmark not defined.
In Person Interview	Error! Bookmark not defined.
Panel Interview	Error! Bookmark not defined.
After the Interview.....	Error! Bookmark not defined.
Mock Interviews.....	Error! Bookmark not defined.
Networking & Communication Skills	Error! Bookmark not defined.
Networking.....	Error! Bookmark not defined.

Etiquette **Error! Bookmark not defined.**

Our Mission

Welcome to Workshops for Warriors!

Workshops for Warriors' mission is to train those who have sacrificed so much for our country to find rewarding careers in trade fields critical to keeping America prosperous and safe. We are not here to take money from you or taxpayers to hand out worthless paper degrees. We are not here to let you slide by with instructors or TAs doing your work. We are here to give you an opportunity to work hard and learn from seasoned instructors with decades of experience in the field. We take our responsibility very seriously. You have been chosen to attend a leading technical trade school at very little cost. In exchange we simply ask that you work hard and learn as much as you possibly can.

While we cannot make promises about employment, we are committed to doing everything we can to teach you what you need to know to have an advantage over other candidates. While the majority of the work you will do here is focused on gaining the core technical skills you will use in your new careers, it is also critical for you to develop the networking and interviewing skills you will need to land that new career. Our staff will help you develop critical elements such as resumes and interviewing skills and to have opportunities to interact with some of the best employers hiring into these fields.

If you work hard, you will leave this program in 16 weeks with a tremendous amount of knowledge and hands-on experience. And our hope is that as you move through your careers you continue to work with us to make our programs even better for future students who have also made such a sacrifice for their country.

Calendar

2017 ACADEMIC CALENDAR

*New Year's Day observance	Monday, January 2
Spring Semester Begins.....	Tuesday, January 3
*Martin Luther King, Jr. Birthday observance	Monday, January 16
*Washington's Birthday observance.....	Monday, February 20
SPRING GRADUATION	Friday, April 21
Student Spring Break	April 24- April 28
Summer Semester Begins	Monday, May 1
Memorial Day	Monday, May 29
Independence Day	Tuesday, July 4
SUMMER GRADUATION	Friday, August 18
Student Summer Break	August 21- August 25
Fall Semester Begins	Monday, August 28
Labor Day	Monday, September 4
*Columbus Day	Monday, October 9
*Veteran's Day observance	Friday, November 10
Thanksgiving Day observance	November 23 – November 24
FALL GRADUATION	Friday, December 15
Student break	December 18– December 29
Christmas Day observance	Monday, December 25
*Student Holiday Only	

Syllabus

The welding program is currently focused on development of core skills in SMAW (Stick), GMAW-S (short-circuit MIG), Spray (MIG) and FCAW (FluxCore) welding. As noted below, instruction will span basic welding positions and techniques, material and equipment setup, practice welds and qualification welds.

General Information

Assignment Policy

Projects, training exercises, and lab work are assigned to each student during the semester. Each of these learning exercises are graded or evaluated by the instructor. Students are encouraged to complete the lab assignments within a reasonable length of time.

Homework and Quizzes

Students will be expected to complete weekly assigned homework on time and to pass all weekly quizzes. If you miss a quiz due to an excused absence, your instructor will work with you to reschedule it.

Textbook/Equipment Requirements

Students will be required to purchase 2 textbooks (\$20 each) during the 16 week course. The 1st covers SMAW (stick welding) and the 2nd covers GMAW-S, GMAW and FluxCore (MIG welding).

Instruction Method

Live instruction and lab work.

SHIELDED METAL ARC WELDING BASIC (SMAWB – aka Stick Welding)

Introduction to safe welding practices, setup and operation of shielded metal arc welding equipment (SMAW). The basic SMAW course will cover an introduction to SMAW, safety and health of welders, installation setup and maintenance of SMAW equipment.

Additional topics include developing and understanding the key variables that affect the quality of welds such as:

- SMAW welding positions and techniques
- Base material preparation and fit-up,
- Welding machine amperage control and travel speed
- Welding rod characteristics and selection
- Filler metal selection
- Inspection and quality of welds
- Trouble shooting and welder maintenance of SMAW equipment

The successful welding student will practice welding on square groove, V-groove butt welds and fillet welds in the lap and T-joint configurations, using E6010, E6011, E7024 and E7018 electrodes.

Qualifications (2)

Two (2) AWS qualification welds will be made utilizing the shielded metal arc welding process (SMAW), a successful single V- groove butt weld test in the 3G vertical and 4G overhead positions on carbon steel base materials. All qualification welds will be inspected and certified to the American Welding Society (AWS) D1.1 Structural Welding Code-Steel.

BASIC GAS METAL ARC WELDING BASIC (GMAWB – aka MIG Welding)

Introduction to safe practices, setup and operation of gas metal arc welding equipment (GMAW). The basic GMAW course will cover an introduction to GMAW, safety and health of welders, installation, setup and maintenance of GMAW equipment.

Additional topics include developing and understanding the key variables that affect the quality of welds such as:

- GMAW welding positions and techniques
- Base material preparation and fit-up,
- Welding machine voltage control and wire speed relationship with regards to travel speed
- GMAW gun setup, control and electrode stickout
- Filler metal selection
- Quality of welds
- Short-circuit transfer and spray transfer
- GMAW shielding gases

The successful welding student will practice welding on square groove, V-groove butt welds and fillet welds in the lap and T-joint configurations, using ER 70S-6 wire on ASTM A-36 steel plate.

Qualifications (3)

Two (2) AWS qualification welds will be made utilizing the short circuit transfer GMAW-S process, successful square groove butt weld tests in the 3G vertical and 4G overhead positions on carbon steel base materials. GMAW-S 3G/4G welds will be subjected to bend testing and inspection. One (1) additional AWS weld will be made utilizing the spray transfer GMAW process, a successful single V-groove butt weld in the 2G horizontal position will be made on carbon steel base material. All qualification welds will be inspected and certified to the American Welding Society (AWS) D1.1 Structural Welding Code-Steel.

FLUX CORE ARC WELDING BASIC (FCAWB)

Introduction to safe practices, setup and operation of fluxed cored arc welding equipment (FCAW). The FCAW course will cover an introduction to FCAW, safety and health of welders, installation, setup and maintenance of FCAW equipment.

Additional topics include developing and understanding the key variables that affect the quality of welds such as:

- FCAW welding positions and techniques
- Base material preparation and fit-up,
- Voltage control and wire speed relationship with regards to travel speed
- FCAW gun setup, control and electrode stickout
- Filler metal selection
- Quality of welds,
- Uses of self-shielded wire
- Uses of dual-shielded wire
- FCAW shielding gases

The successful welding student will practice welding on, V-groove butt welds and fillet welds in the lap and T-joint configurations, using E71T-1 and E71T-11 on ASTM A-36 steel plate. Additional FCAW practice will be performed on 2G Horizontal and 5G Vertical 6 inch schedule 80 carbon steel piping.

Qualifications (2)

Two (2) AWS qualification welds will be made utilizing the FCAW process, successful V-groove butt weld tests in the 3G vertical and 4G overhead positions using the FCAW process with E71T-1 and 90/10 Argon/Carbon Dioxide mix on carbon steel base materials. All qualification welds will be inspected and certified to the American Welding Society (AWS) D1.1 Structural Welding Code-Steel.

Tools

Workshops for Warriors provides the equipment and material used during your training. However, there are personal items that students need to purchase for the course. These items include Personal Protection Equipment (PPE) and small hand tools that will be useful throughout your future career.

Workshops for Warriors has a strong relationship with **Westair Gases and Equipment**. Westair stocks most of this equipment at a substantial discount to Workshops students. If you need a tool, it is strongly recommended that you check at Westair first before purchasing it elsewhere or online at a substantially higher price. Make sure you tell Westair that you are Workshops student. Westair has several locations in the San Diego area with one near the school at:

Westair Gases and Equipment
2506 Market Street
San Diego, CA 92102
(619) 239-7571

In addition to the items noted below, students will also need a few other items for the class. These include:

Leather work boots – You WILL have very hot metal fragments hit your feet that will burn through anything that is not leather. Trust us. Hot slag is very smart and will find a way to burn you through any mesh or seam on your boots. Steel toe boots are also highly recommended.

Personal Cooler/Lunchbox – You may wish to purchase a small cooler if you plan to bring food for lunch.

Also note that the clothes you will wear in the welding course are going to get abused. Aside from the dirt, hot slag and grinders burn a lot of small holes in shirts and jeans. Don't wear your favorite jeans or shirts to class.

IMPORTANT NOTE – Mark your tools, jackets and gloves. Because most students have the same equipment, it is critical that you mark your items with your name.

Personal Protection Equipment (PPE)

Mandatory Items	Price	Source	Notes
Jacket - Cape Sleeve with 14" bib	\$55.39	WA - REV 21CS-XL	Buy Size That Fits -See Alternatives Below
Welding Helmet - Weldmark	\$63.39	WA - WM8VS9-13H	Base Model - See below for better alternative
Safety Glasses - Clear ANSI Z87.1	\$3.83	WA - JAC 19804	You will wear these every minute you are in the lab
Ear Plugs (corded)	\$15.24	WA - MOL MX6405	You will wear these every minute you are in the lab
Stick Welding Gloves (Gauntlet Style)	\$10.07	WA - REV 320 LG	Used for stick and MIG
Soft Leather Work Gloves (Drivers)	\$4.57	WA - R5Y	Used for non welding shop activities
Vice Grip Pliers (VG 10" straight)	\$11.75	WA - VIG 10R	Used to hold hot metal plates
Large Wire Brush (319-SS)	\$2.56	WA - COM SLHSS	Used to brush slag from welds
Chipping Hammer, Cone & Chisel	\$5.81	WA - ATL S20	Used to chip slag from welds
Welders Cap (Black)	\$5.50	WA - ATL AWC	Protects head from sparks and slag
Carbide Scribe	\$3.90	WA	Used for qualification setup...
Welders Pliers (aka Welpers)	\$13.98	WA	Used for all MIG welding work
4 1/2" Handheld Grinder	\$50.00	Lowes/HD/WM	Recommend Porter Cable / DeWalt (Do not buy junk)
Metal Ruler - Flat	\$5.00	Lowes/HD/WM	Used for qualification setup...
Metal Center Punch	\$10.00	Lowes/HD/WM	Used for qualification setup...
Dust Masks (10)	\$20.00	Lowes/HD/WM	Helpful during grinding
Combination Lock (MasterLock)	\$7.00	Lowes/HD/WM	Needed for locker
Black & Silver Sharpie Markers	\$2.50	Lowes/HD/WM	Used to mark tools, clothes and work product
Estimated Total	\$290.49		
Optional/Substitute Items	Price	Notes	Questions
Welding Helmet - Miller Digital Elite	\$289.00	WA - #257213	Best welding helmet
Jacket - Full Leather	\$54.86	WA	Some like the fit of these better
Jacket - Leather Sleeves / Fabric Front	\$32.30	WA	Cooler but does not protect as well!
MIG Welding Gloves	\$9.20	WA	Useful during MIG portion
Large Locking C Clamps (2)	\$15.20	WA	Useful for holding qualification plates
Tape Measure (Regal 1"x 25')	\$11.36	WA - COM 63700	Alternative to flat ruler
Flat soap stone crayons (4),	\$1.80	WA	Useful to mark plates
WA = WestAir			
HD = Home Depot			
WM = Walmart			

Code of Conduct

Attendance

The training at Workshops for Warriors is highly compressed. What you will learn and the credentials you will earn in 16 weeks exceed what you could achieve in most other programs lasting 1-2 years. The hundreds of hours of lab time are critical to develop critical skills. You cannot learn if you are not present. Our policy on attendance reflects the highly compressed and intense nature of the program.

Students scheduled for class are required to attend scheduled classes on time as outlined in the class syllabus. We realize that those involved in transition have a number of critical activities (VA appointments, etc.) they must address. If attendance is not possible, the student is responsible for contacting the instructor to make special arrangements to make-up class or coursework. Please note the following:

- Missing 4 unexcused classes is grounds for dismissal
- Students late for class are considered tardy
- 3 tardies count as a full day of unexcused absence.

Workshops for Warriors students are not required to be in attendance on the holidays listed below. If a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be designated as the day of as determined by WFW. All other Federal holidays will be handled per the direction of the Deans of Welding and Machining.

- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day
- Christmas Day

Safety Policy

The Workshops for Warriors welding and machining schools and surrounding industrial shops are considered industrial manufacturing areas. Safety regulations are enforced for the protection of all students, instructors and employees. California and the federal government have established specific safety requirements to perform work in industrial areas including regulations provided by the Occupational Health and Safety Act (OSHA). Workshops for Warriors strictly follows OSHA and other state and federal mandated laws as required to keep personnel and equipment safe.

General safety requirements before entering any WFW industrial shop area include:

- Safety glasses, hearing protection, closed-toe shoes and appropriate clothing must be worn at all times.
- No rings, necklaces or other jewelry that could possibly get caught in machinery or contact a welding arc are permitted near that equipment.
- No loose fitting clothing is permitted
- No ties, mullets, speedos, leather chaps, visible tramp-stamps or man-buns are permitted
- No bare feet, sandals or open toed shoes are permitted
- No shorts, half-shirts, sleeveless shirts or pink shirts are permitted
- No horseplay is permitted

Each student will be provided a shop safety class prior to any work in the welding and machining labs and surrounding Workshops for Warriors industrial shops. All safety rules are mandatory and must be strictly followed. Safety is everyone's responsibility. Instructors and TAs will enforce safety rules. Students who observe safety issues are encouraged to immediately discuss those concerns with their instructor or TA. Furthermore, safety rules specified by WFW instructors take priority over what you may have learned elsewhere. If a WFW instructor specifies a safety rule for a piece of equipment or operation, it must be followed.

The equipment at Workshops for Warriors is extremely expensive and potentially dangerous. If you have not received training and are not qualified to operate a particular piece of equipment, find someone who is.

**** Do NOT operate equipment you are not qualified to operate ****

Workplace Discrimination and Harassment

Workshops for Warriors is committed to providing an environment free from discrimination and harassment. Discrimination or harassment of any type based on race, gender, religion, sexual orientation, disability status or any federal or state designated group is strictly prohibited.

Workshops for Warriors is also committed to maintaining the highest ethical standards. Students who witness or are concerned about activity they believe is discriminatory or unethical are asked to speak to their TA, instructor, dean or appropriate office staff. These discussions will be treated with the utmost confidentiality.

Please note that these policies are not merely intended to comply with state and federal law but to prepare students for the expectations of life in the civilian workforce. Jokes or seemingly harmless banter common in the military may be inappropriate in the civilian workforce. Please also understand that if an instructor or staff member counsels you on something you say or do, it is only to help put you in a better position to succeed in your new career.

Academic Integrity

It is the aim of the faculty of Workshops for Warriors to foster a spirit of complete honesty and a high standard of integrity. You do not learn by having other students do your work or take your tests. Cheating in any form will not be tolerated and those who do so face serious consequences including possible expulsion from the program.

Drugs & Alcohol

Workshops for Warriors is a drug and alcohol free environment. Possession, distribution and use of illegal or recreational drugs, alcohol and marijuana are strictly prohibited on the premises. Violation of this policy is grounds for immediate dismissal.

Smoking

Workshops for Warriors is a smoke-free environment. Smoking and vaping are prohibited in the office, classroom, courtyard, restroom and shop areas. Smoking and vaping are permitted on the sidewalk by the dumpster in front of the facility. Please keep the sidewalk clean and dispose of your cigarette butts appropriately.

Food and Drinks

Food will be consumed in the approved snack or lounge areas away from industrial fabrication areas. Students are responsible for cleaning up after themselves and will be assigned a position on the classroom "Cleaning Bill." Only capped containers of water or bottled water will be allowed in the welding booths and/ or welding fabrication areas. Sodas, sweet drinks and energy drinks will not be consumed in the work areas as they present spill hazards and time consuming cleanup challenges.

Class Leader/Foreman

The instructor will identify a class leader or foreman for the class who will assist in some logistical tasks.

Cleaning

Maintaining a clean work and study area is critical for a number of reasons. The tools and labs used at Workshops for Warriors are very expensive and may be damaged or present a safety hazard if not kept clean. It is also important to keep student and lab areas clean for the tour groups who frequently walk through these areas. Each class will be assigned specific areas to clean on a daily or weekly basis.

Mascots

Please note that while the dogs in the office have some level of training on Miller and Haas equipment (Oscar has his "spray" qualification), they generally leave their personal protective equipment at home. Therefore, students are discouraged from asking them to demonstrate welding techniques or play with them before washing their hands. (In other words, they are house pets and the boss doesn't want them covered in dirt.)

Student Assistance

Transportation

We understand that many of the students attending school at Workshops for Warriors are stationed at Camp Pendleton and other bases several miles from the campus. Workshops for Warriors does not currently provide transportation. As such, we encourage students to work together to carpool.

Parking

Because our entire facility is dedicated to classroom and workshop areas, Workshops for Warriors does not maintain a parking lot for students. Students are encouraged to park in the spaces available on Boston Avenue approximately 1 block behind the school. Limited parking is also available directly across from the school on Main Street. Students are strongly discouraged from parking in no-parking and permit-only zones as you will be ticketed. Motorcycles may be parked on the sidewalk next to the dumpster in front of the facility.

Financial Assistance

The cost per student for a semester at Workshops for Warriors is well over \$20,000. The generosity of our donors allows service members and veterans to attend Workshops for Warriors tuition free. However, we do realize that living and travel expenses may place a hardship on some students and their families. Students who are facing extreme financial hardship are encouraged to discuss their situation with the education coordinator.

Counseling

The prospect of transitioning into a new life in the civilian workforce can be very stressful. Experience has shown that some of this stress is relieved as students gain new skills and confidence. However, we understand that there may be times when concerns and frustrations run high. While we do not provide formal counseling services, we do have connections to organizations that provide these services.

You are among friends. Our staff and volunteers are here because they care about you and your family. Don't just "suck it up". Sometimes just having someone to talk to about an issue can make a big difference. If you are frustrated or worried and need someone to talk to, just ask.

Tours

Tour groups are an everyday occurrence at Workshops for Warriors. Those on the tours include senior DOD officials, employers and donors. Because Workshops for Warriors is entirely funded by donations, it is critical that we show our best face to those who donate or who are considering a donation. Students should leverage tours as a way to help the school and to market themselves to prospective employers. Be prepared to answer questions about yourself and the school.

Grooming & Presentation

The students at Workshops for Warriors are our best ambassadors. Many of those who tour our facility have little if any exposure to the military. Some see you as heroes who have sacrificed for them and who are emerging from a mysterious and intimidating world full of acronyms they do not understand. This creates both an opportunity and a challenge. You have the opportunity to make a great impression and even network with current and potential donors. Some of those you will meet are extraordinarily influential and well known in their fields. Do not be surprised to see people you recognize from industry or the media. But this also places a great responsibility on you to present yourself and the school in the best light and create an impression consistent with the best traditions you all represent. You should keep this in mind in how you present yourself and how you speak.

- Look enthusiastic and engaged. Make direct eye contact. Smile.
- When possible, wear a WFW shirt
- Do not wear t-shirts with “colorful” (offensive, profane, silly, etc.) images or slogans
- Those who are active-duty should be clean shaven.
- Veterans are encouraged to keep beards trimmed.

Personal Talking Points (aka “Elevator Pitch”)

Tour groups are an excellent opportunity to practice your “elevator pitch”. In addition, you should be prepared to offer other information such as:

- Name and hometown
- Branch and job in the military
- How long you have served and your EAS date
- How you heard about WFW
- Why you are here – what kind of career you want
- What you like best about WFW
- Your plan after graduation (relocation, etc.)

What we need...

If you are asked about the kinds of things we need from donors, you can mention the following areas...

- Scholarships
- Housing & transportation assistance
- Facilities – New roof, larger classroom, new computers, etc.

What NOT to say...

- Avoid military acronyms unless you know you are speaking to a veteran...
- Do not use any profanity...

Career Assistance

Employer Contact & Interviews

We strongly encourage you to work with the staff as you progress with training and are searching for employment. We may have contacts with an employer you are interested in and may be aware of open positions or those that may open in the future. We would also ask that you keep us informed about the status of your communication with employers (interviews, etc.) during the program so that we can make sure we are providing you both with whatever support is helpful.

Cleanup Your Online Presence

Be aware that employers often use social media to learn more about you. We have all read stories about someone who receives a job offer and has it rescinded the next day after their new employer saw their Facebook page. Things that might seem harmless or cool today can cause you real problems when you are looking for a job. Here are some tips on how to protect your image and make the internet work for you in your job search.

- Avoid posting things you would not want your parents, spouse or children to see.
- Google yourself. Make sure you would be ok with the future employer seeing what you find!
- Set your Facebook/Twitter to private if your using them for personal purposes
- View your public (non-friend) profile
- Make photos, posts, interests and friends private
- Make sure your profile picture and other visible elements are presentable
- Un-tag photos of you that may not be professional.
- Remove links to “friends” you do not really know.
- Clean up your profile, interests and postings and remove...
 - Party/explicit pictures
 - Illegal activity
 - Foul language & Rants
- Use caution when posting on people’s walls as not everyone uses privacy settings.
- Be aware of applications that may report you on the web (your location, check-ins, etc.).

Email Addresses

Your resume and LinkedIn account require a valid email address. If you do not have one, you should setup an email account at Google (gmail.com) or Microsoft (outlook.com). Avoid email addresses that are cute or link to services that are routinely hacked. A suggestion is to setup a generic account using your full name. For example:

Joseph.a.smith@outlook.com – is a good email address

DrunknHornyJoe@yahoo.com – is NOT a good email address

Comments and Discussions

While you are looking for a job, it is best to avoid posting political or controversial information. When you see something idiotic, let it go.

Elevator Pitches

The purpose of an elevator pitch is to have a brief, persuasive, prepared statement about yourself and/or your organization. Elevator pitches are great for a number of situations, and can make short chance meetings with high level individuals more impactful.

The Technique

A good elevator pitch should be no longer than the time it takes on a short elevator ride (20 to 30 seconds). They should be interesting, memorable and succinct. They should also explain what makes you unique.

When to use an elevator pitch

Elevator pitches can be used in several situation. They are a great tool to help when networking, or for chance meetings with high level individuals. Having an elevator speech prepared can give a huge advantage to those who can be nervous or shy when speaking to new connections. Elevator pitches can be used by salespeople to pitch products, or individuals to tell people what they do for a living.

Creating Your Pitch

- Identify your goal – Do you want to pitch a product, idea, yourself, etc.
- Explain what you do – What do you want your audience to remember about you?
- Communicate your USP (Unique selling proposition) – Identify what makes you and/or your organization unique.
- Engage with a question – Make sure it is an open ended question and that you would be able to answer any follow up questions that they may have.
- Put it all together – When you have completed each section, put them all together and read your pitch out loud. Make sure it is only 20 – 30 seconds.
- Practice – Set a goal to practice your pitch regularly so that it is smooth and natural. You should also update your pitch if anything changes, for example, getting a new job etc.

LinkedIn

LinkedIn has become the premier social networking site focused on employment and careers. Setting up a compelling LinkedIn profile has become a necessity as many now use the site instead of business cards and notes. Employers use LinkedIn to post jobs and search for candidates. Those looking for a new employer can often make that contact through LinkedIn.

You should setup your LinkedIn profile as quickly as feasible. This will allow you to refine it during your time at Workshops, add new skills, connect to other students, staff, alumni and employers and request and give endorsements to your fellow students.

General Comments

There are a few suggestions that are good to keep in mind when you are using LinkedIn to assist in your career. In general, you want to use these tools to market yourself. You want employers to focus on experience and skills that will entice them to select you over literally thousands of other candidates. In doing so, a few tips are important to consider:

Signup for LinkedIn Premium

The Premium version of LinkedIn is free to veterans. Advanced features allow you to direct message recruiters and monitor who is accessing your profile. You can setup LinkedIn Premium with the following link.

<https://linkedinforgood.linkedin.com/programs/veterans/premiumform>

Post Professional Photos

While some incorrectly confuse the two, LinkedIn is not Facebook. It is not intended as a place for you to put pictures of your vacation, family or friends. The photos you put on LinkedIn should be related to your education, experience, business-related interests and employment. They should make you look professional. If possible, avoid posting selfies. Workshops staff will be happy to take a profile photo for you.

Use Professional Email Addresses

Setting up your LinkedIn account requires a valid email address. This email address will be used for you to login to LinkedIn and to receive LinkedIn notifications.

If you do not have one, you should setup an email account at Google (gmail.com) or Microsoft (outlook.com). Avoid email addresses that are cute or link to services that are routinely hacked. A suggestion is to setup a generic account using your full name. For example:

Joseph.a.smith@outlook.com – is a good email address

DrunknHornyJoe@yahoo.com – is NOT a good email address

Be Careful About Comments and Discussions

As noted before, you should avoid posting anything online that might reflect poorly on you with a prospective employer. A few things to note regarding LinkedIn comments:

- Some people confuse LinkedIn with Facebook and post political or controversial comments. Avoid responding to those people or posts.

- There are so-called experts who use the platform to express their SPIRD (Smartest Person In the Room Disorder) to spew entirely meaningless quotes that have no relevance to working hard or paying bills.
- Beware of motivational speakers who post quotes with an expectation that thousands of people will “Like” or respond with affirmative statements. Most who do are making the mistake that doing so makes them look good when in fact most people see it as “sucking-up”. Don’t be a suck-up.

Post Relevant Experience

The experience section(s) of your profile should be interesting and relevant. While it can be beneficial to note a variety of different jobs, the emphasis should be placed on experience relevant to your desired career. Unless you want a career frying chicken, don’t bother listing every position you held at KFC.

Introduction Section

The Introduction section is the first thing people see about you.

Profile Picture

Your profile picture is more important than you might think. Right or not, legal or not, we still live in a society where people unconsciously make decisions about who they want to hire by impression. So make sure you post a profile picture that puts you in a good light. LinkedIn is not the place to post a profile of you doing your best “Mad Dog” stare or passed-out drunk on your buddy’s couch. Be yourself but try to look presentable and enthusiastic.

Note that you do NOT need to dress up. In fact, if you are going for a career in welding or machining, you may want to consider a picture where you are wearing your welding jacket or standing next to a Haas machine.

Headline

Use your headline to advertise your status and experience. For example:

- “Transitioning Veteran – Welding Graduate (Sergeant, USMC)”
- “Veteran – Machining Graduate (Sergeant, USMC)”
- “Transitioning Veteran – Machining Graduate (Sergeant, USMC)”

Current Position

If you are a fulltime student at Workshops for Warriors you may wish to list that as your “Current Position” so that it is clear your focus is on your new career.

Emphasize your military experience – focus on leadership, responsibility, etc.

Summary

The headline section of your LinkedIn profile is an opportunity for you to present your “elevator pitch” to thousands of potential employers. It is highly recommended that you refine your pitch and use it as the basis for this section. Consider adding in your previous experience while avoiding military jargon that may confuse civilians and also emphasize your mid and long-term objectives consistent with your current educational pursuits.

Experience Section

List all employers you feel put you in the best light. Avoid listing very short term employment. Make sure you put less important roles at the bottom. Make sure you emphasize any military experience of interest to civilian employers.

Education Section

School

Add “Workshops for Warriors”

Degree, Grade, Activities and Societies

Sample activities include volunteer work, sports (Cross Fit, etc.) and hobbies (Note: Drinking beer is NOT hobby). If you have joined the AWS Student Chapter at WFW that should be placed here. If nothing, leave blank.

Field of Study

- Welding Students
 - “Welding - <Types>”
 - Example: “Welding – SMAW, GMAW-S, GMAW, FCAW”
- Machining Students
 - “CAD/CAM, CNC Milling, CNC Turning”

Time Period

Semester start/end dates (example: May – August, 2019)

Description

The following is the suggested text to use depending on the program you are attending.

Daytime Welding Students

16 week full-time welding program taught by instructors with decades of commercial welding experience. The course is focused on developing entry-level, professional-grade core skills in SMAW (Stick), GMAW-S (Short Circuit MIG), GMAW (Spray) and FCAW (Flux Core) welding. The course includes both classroom and lab/booth elements including weekly exams. The majority of the program is spent in the welding booth with students also developing critical skills in safety, base metal setup and preparation, welding machine setup and maintenance, grinding, finishing and inspection. Students are expected to complete 5 independently verified AWS qualifications with additional qualifications available to those students who excel. All credentials are stackable and portable.

Night Welding Students

16 week part-time welding program taught by instructors with decades of commercial welding experience. The course is focused on developing entry-level, professional-grade core skills in SMAW (Stick), GMAW-S (Short Circuit MIG), GMAW (Spray) and FCAW (Flux Core) welding. The majority of the program is spent in the welding booth with students also developing critical skills in safety, base metal setup and preparation, welding machine setup and maintenance, grinding, finishing and inspection. Students have an opportunity to achieve AWS qualifications in their welding area of focus. All credentials are stackable and portable.

Machining Students

16 week full-time machining program taught by instructors with decades of commercial machining experience. The course spans Mastercam, SOLIDWORKS, CNC Lathe, CNC Milling, Immerse2Learn, SolidProfessor, and Starrett and Snap-On Tools. SOLIDWORKS topics include part creation, use of features, assembly modeling, drawing creation, surface features and basic surfacing techniques with

associated certification opportunities. MasterCam instruction is focused on X9 CAD/CAM with associated certification opportunities. The course includes hundreds of hours of hands-on instruction with CNC Milling and Lathe systems with associated certification opportunities. Immerse2Learn instruction spans many elements of machine shop operation with associated certification opportunities. All credentials are stackable and portable.

Media

Welding and machining students are encouraged to have their booth partner or fellow-students take a pic of them that can be posted using the “Upload” function. For example, machining students may want to have someone take a photo of them programming the CNC machine. Welders may want to take photos of them demonstrating SMAW and GMAW welds.

Students are also encouraged to upload or link to the Workshops for Warriors videos found on YouTube.

Featured Skills & Endorsements

The “Featured Skills & Endorsements” section is very important. You should list all of your existing and new skills. If you are having trouble deciding what to list, look at some of the skills listed by your peers. You should also request endorsement of those new skills from other students and instructors.

Skills – Welding Students (Add All That Apply)

- “Welding”
- “Arc Welding”
- “MIG Welding”

Skills - Machining Students (Add all that apply)

- “Mastercam”
- “SolidWorks”
- “CAD/CAM Software”
- “Computer-Aided Design (CAD)”
- “Computer Numerical Control (CNC)”
- “CNC Programming”
- “CNC Operation”
- “CNC Machine”
- “CNC Mill”
- “Machining”
- “Precision Machining”

Recommendations & Connections

Recommendations go a LONG way on LinkedIn. Before you leave, you might want to request a recommendations from your instructors. You can also get fellow students to endorse and recommend you.

Connections go a long way as well. If you meet someone at a tour, at a Gala, or at another Workshops for Warriors event, do not hesitate to Connect with them. Do so as quickly as you can following the event while your introduction is still fresh. If you’re applying for a job in the future, mutual connections with the hiring manager can make a big difference. It is strongly recommended that you personalize the connection message. For example, you may wish to say something like...

“Hello Mr. Smith

It was a pleasure meeting you yesterday when you toured Workshops for Warriors. I would appreciate the opportunity to add you to my LinkedIn network.

Best regards,

Joe”

Accomplishments

Military Awards

Don’t hesitate to add any military awards to your accomplishments.

Certifications

You can use the “Certification” section to list qualifications and certifications you have earned at Workshops for Warriors. If possible, provide a link to your certification. Where you do not have access to an online version of a qualification, you could consider taking a photo of your qualification card and posting that as part of the entry.

NOTE: Welding students do NOT receive certifications. These can only be attained under sponsorship by your employer. You can list AWS welding qualifications with the strong recommendation that you note that this was a “Qualification Weld” in the “License Number” field.

An example of an AWS qualification listing includes:

Certification Name

“FCAW-S 3G (Flux Core Arc Welding – Vertical)”

Certification Authority

American Welding Society

License Number

“Qualification Weld(s)”

Time Period

AWS qualifications are good for 6 months or longer if you continue to weld. So it is recommended that you list the last month of the semester until 6 months following. You can extend this as you re-qualify.

Interests

As noted in the first section, LinkedIn is not Facebook. So keep your interests focused on those areas that would be of interest to an employer. It is strongly recommended that you avoid filling your interest section with stuff better suited for your Facebook friends than the HR person you are talking to about a job.

Using LinkedIn to Look for a Job

LinkedIn Premium provides a set of tutorials for using the system to search for jobs. You can use the following link to access these materials.

<https://premium.linkedin.com/jobsearch/resources>

Resume Development

An accurate and compelling resume is critical to catching the eye of prospective employers. During your semester at Workshops for Warriors, the staff will assist you in refining your resume. There are a few things to keep in mind when developing your resume.

- Try to keep your resume to 2 pages with the most important information on the first page.
- Avoid any military acronyms or jargon that civilians may not understand.
- Use impactful words and phrases...
 - “Responsible for...”
 - “Managed ...”
 - “Lead the ...”
- Emphasize leadership and responsibility.
 - If you were responsible for leading a team of people – even informally – say it.
 - If you were responsible for \$50M in equipment, say it.
- Avoid long prose. Keep your statements to single-line bullet points.
- Pay attention to grammar. Spelling, punctuation and capitalization are important as they demonstrate attention to detail.
- Keep in mind that your resume may be forwarded. If you post your resume to an insecure site, it is best to remove personal details that might lead to identity theft such as your address or phone numbers.
- Another thing to consider is to create a YouTube channel or website to highlight some of your work. If you do so, put a link to the channel on your resume.

If you are applying for a specific job or company, consider tailoring your resume for that job/field or company. Create a custom version of your resume with an objective noting a desire to work there and in the type of job/field they are hiring.

Interviewing Guidelines

Preparation

Research

Before the interview, spend some time online researching the company. Find out...

- Their corporate mission. This can give you an idea of what the company feels is important.
- What products they make and/or services they offer
- How many employees they have and where they are located

Also check Facebook, LinkedIn, Instagram and YouTube for any content or videos they post. See if you can find any current news stories.

A good idea is to use this research to formulate 2-3 questions about the company.

Elevator Pitch

Spend some time refining your “elevator pitch” and tailoring it a bit to the interview. You won’t recite it. But it is a good way to start the discussion if an interviewer says “So, tell me about yourself...”.

Attire & Grooming

While you may be interviewing for a job where you will get dirty and wear protective gear all day, it is important that you look your best for interviews. Do not show up for an interview wearing dirty jeans, a Magpul t-shirt and ball cap. The phrase “business casual” generally means:

- Slacks
- Button-down shirt
- Nice shoes or boots
- Blazer/Sport Coat (optional but recommended)

Grooming is also important. A real beard is not 14 scraggly hairs hanging off your face. If you wear a beard, keep it trimmed. Otherwise shave. The same rule applies to haircuts. Grow that man-bun you have always wanted after you have a solid job.

General Suggestions (All Types)

Things to avoid...

- Do not ask about vacation or sick leave. They will tell you about that stuff later...
- Do not start the discussion about compensation - Let the employer start the discussion about compensation. If they ask you about your expectations, tell them what you hope to make but make it clear that you are flexible and willing to “work your way up”.
- Avoid using military jargon unless you are speaking to someone who is “in the know”
- Do not respond negatively to an employer who wants you to start at the bottom. Their way IS the right way.
- Do not ask personal questions about the interviewer.
- Avoid discussing politics. As a veteran you will encounter those who are incredibly supportive. But you may also encounter some who don’t know much and want to offer their own theories that you may find incredibly annoying. Just try to stay polite and avoid falling into the trap of arguing politics.
- Don’t look around the room, make eye contact with the person who is asking the question.
- Don’t fidget with your clothes, if you aren’t sure what to do with your hands, fold them and place them in your lap.
- Do not argue with an interviewer...ever.
- Do not discuss drinking, partying, etc.
- Do not mumble while speaking to the interviewer.

Things that work well...

- **Cleanup your public social media pages (Facebook, etc.) before you start interviewing!**
- Stay calm!
- Be pleasant. Positive expressions come through even during phone interviews.
- Be confident but not arrogant.
- Turn your phone OFF during the interview process...unless it’s a phone interview!
- Be enthusiastic. Act like you want the job and want to work for THEM.
- Be flexible. Make it clear that you are eager to learn new skills, their way of doing things, etc.
- Thank everyone you meet for taking the time they spend with you.
- Try to get the names of all of those who interviewed you. If possible, follow-up with an email to again thank them for their time.

Phone Interviews

Many times employers will schedule a phone interview as a method to weed out unfit candidates. The phone interview is very important and will determine if you move on to the in-person interview.

Things to avoid during phone interviews...

- Whenever possible do not miss the call from the interviewer.
- Do not take a phone interview in a noisy room or area where you cannot concentrate.
- Do not mumble while speaking to the interviewer.
- Avoid using a speakerphone as it can leave an impression that others are listening.
- Avoid subtle humor because an interviewer cannot see your facial expressions.

Things that work well during phone interviews...

- **PAY ATTENTION TO WHAT THE INTERVIEWER IS SAYING.** Don't just wait for your turn to talk. This is a good rule to follow for all interviews.
- Be clear and enunciate so that the interviewer can easily understand what you are saying
- Ensure you have a professional voicemail greeting in case you miss a call from the employer
- Take notes to help you remember what was said during the interview. This will allow you to reference them if you are called in for an in-person interview.

In Person Interview

Introduction/Handshake

A solid handshake is important. A few general guidelines for handshakes include:

- Shake hands at the beginning and end of the interview
- The handshake should not last more than 3 seconds
- Shake with one hand. You are not running for office.
- Don't give a "dead fish", "bone-crusher" or "little old lady" (fingertips) handshake

Your introduction should be friendly and enthusiastic. If you are seated when the interviewer enters the room, stand-up, smile, make eye contact and introduce yourself. Consider that if you get the job you may see this person every day.

Body Language

Eye Contact - You want to maintain eye contact but not stare at the interviewer.

Posture - Don't slouch. Stand or sit-up straight. Not "ram-rod" straight but in a manner that conveys you are awake and interested and not watching ESPN on your couch.

Arms & Hands - Arm and hand position helps convey that you are open and interested in the dialog. A few suggestions include:

- Look relaxed and comfortable
- Do not cross your arms
- Do not put your hands in your pockets
- Do not clench your fists
- Do not crack your knuckles

Facial Expressions - Your facial expressions should convey interest and enthusiasm. Your goal is to be someone the interviewer wants around. So the interview is not the place to look tough or creepy.

Panel Interview

Preparing for a panel interview is much like preparing for any in person interview. The only difference is, you will have more people asking you questions.

Things to avoid during panel interviews...

- Don't look around the room, make eye contact with the person who is asking the question

Thing that work well during panel interviews...

- When answering a question from a panel member, address the entire panel not just the person who asked the question
- When the interview comes to a close, stand, shake all interviews hands, thank them for their time, and collect business cards.

After the Interview

For all types of interviews, it is customary to send a thank you note to each person that you interviewed with. You can send a thank you email immediately following the interview. It is best to also send a hand written thank you card via "snail mail" There is absolutely no down side to sending a thank you card. Worst case scenario, they ignore it. Best case, they are impressed and move you up the list.

Mock Interviews

During your semester at Workshops for Warriors our staff will work with you to develop and practice your interview skills. This will include both phone and in-person "mock interviews".

Networking & Communication Skills

Networking

Networking is establishing and maintaining mutually beneficial connections with people in your field of interest. It is often cited as the best way to land a job or internship. Networking is a skill you will continually refine and an ongoing process that you will use for your entire career. It will allow you to jump on opportunities quickly and also offer assistance to others. It is also a valuable tool you can bring to your employer to help them solve problems more quickly.

Tips for Beginners

- Practice conversation starters with people you already know.
- Bring a friend along to help you get started.
- Request an informal interview with one person at a time.
- Attend events with a clear theme or premise for meeting new people
- Set a goal such as starting three conversations, or making one strong connection.

Ready to take it to the next level?

- Reach out to those who may appear reserved, they will often welcome your help.
- Take on a leadership role in clubs or classes and help others learn from your success
- Volunteer for a committee with a networking group, or help plan a future event.
- Be sure to let others know that you still value their guidance and advice.
- Don't forget to follow-up with your new contacts.

Etiquette

- Always shake hands at the beginning and the end of the conversation.
- Always be on time for meetings.
 - For social settings, do not arrive more than 30 minutes late
- Avoid interrupting. Wait for an appropriate time to interject.
- Avoid drinking alcohol in front of your co-workers, recruiter, clients, if they are not drinking. You should never feel pressure to drink, but if you do choose to join other and you are 21, limit yourself to one drink.
- Name tags are always placed on your outermost piece of clothing on the right side. When shaking your hand, the other person will have direct sight of your name.
- If you forget someone's name, you can sometime "cover" by introducing a person you do know first; maybe the other person will say their name. Otherwise apologize and ask politely before introducing the person to someone else.

- Questions to ask?
 - What do you like about your current job?
 - What are your career goals and interests?