



# Vocational Training Resource List



# Vocational Training Resource List Cheat Sheet



## Technology & Digital Skills

- **freeCodeCamp**  
Free, self-paced web development & JavaScript bootcamps with certificates.
  - **Google Career Certificates (Coursera)**  
Entry-level training in IT Support, Data Analytics, Project Management, UX Design.
  - **Codecademy**  
Interactive coding courses (Python, HTML/CSS); free tier + affordable Pro.
  - **Microsoft Learn**  
Free modules on Azure, Power Platform, and Microsoft 365 certifications.
  - **LinkedIn Learning** (*often free via public libraries*)  
Short courses on web dev, digital marketing, Excel, and more.
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## Health & Therapeutic Services

- **Community College Certificates**  
Certified Nurse Assistant (CNA), Phlebotomy, EMT training—often under \$1,000.
  - **American Red Cross**  
CPR, First Aid, Lifeguard certifications you can often teach in-house.
  - **National Academy of Sports Medicine (NASM)**  
Personal Trainer Certification—entry into fitness & rehab.
  - **American Massage Therapy Association (AMTA)**  
Massage therapy diploma programs (in-person & hybrid).
  - **Counseling Aides & Behavioral Tech Training**  
Look for local mental-health tech certifications through state programs.
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## Wellness & Holistic Health

- **Yoga Alliance RYT-200**  
200-hr Yoga Teacher training (many studios offer scholarships).
  - **Institute for Integrative Nutrition (IIN)**  
Online Health Coach training—includes nutrition, coaching skills.
  - **Aromahead Institute**  
Aromatherapy certification, fully online with self-study tracks.
  - **Bach Centre**  
Flower Essence Practitioner (online coursework + exam).
  - **Reiki Federation of America**  
Usui Reiki Level I & II courses—often offered at retreat centers.
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## Culinary Arts

- **Local Community College Culinary Programs**  
Certificate or degree in culinary arts, baking & pastry.
  - **Escoffier School of Culinary Arts**  
Online Professional Culinary Arts Certificate.
  - **Rouxbe Plant-Based Cooking School**  
Professional Plant-Based certification (scholarships available).
  - **Apprenticeships & Volunteer Kitchens**  
Gain hands-on skills at shelters, social enterprises, or farm-to-table restaurants.
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## Creative & Design

- **Adobe Creative Cloud Certifications**  
Photoshop, Illustrator, InDesign (many free tutorials online).
  - **Canva Design School**  
Free courses on branding, social-media graphics, presentations.
  - **Skillshare & Udemy**  
Affordable classes in photography, graphic design, illustration.
  - **International Center of Photography**  
Online short courses in digital photography & editing.
  - **Local Arts Councils**  
Sometimes offer free/low-cost workshops for community members.
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## Business & Entrepreneurship

- **SBA Learning Center**  
Free modules on business planning, marketing, finance.
  - **SCORE Mentoring**  
Free 1:1 business coaching and templates.
  - **Kauffman FastTrac**  
Bootcamps for aspiring entrepreneurs (often free via partners).
  - **BOSS (Building Opportunities for Self-Sufficiency)**  
Business training for women in recovery or re-entry.
  - **Small Business Development Centers**  
Local government-funded counseling and workshops.
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## Soft Skills & Career Support

- **Workforce Innovation & Opportunity Act (WIOA)**  
Job training grants, resume help, interview prep.
  - **Goodwill Industries**  
On-site job readiness classes and placement services.
  - **Toastmasters**  
Public speaking & leadership in a supportive community.
  - **LinkedIn Learning**  
Courses on communication, time management, teamwork.
  - **Local One-Stop Career Centers**  
Free workshops on resumes, mock interviews, digital skills.
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## Funding & Community Partners

- **WIOA / American Job Centers** (federal/state grants)
- **Veterans' Services** (if applicable) for GI Bill benefits
- **Local Nonprofits & Foundations** (e.g., United Way, Catholic Charities)
- **Scholarships for Justice-Involved Individuals** (search “second chance scholarships”)
- **PetSmart Charities** (for pet-related vocational programs)

# Discovery Questionnaire

# Vocational Training Discovery Questionnaire

## Beyond BARS Coaching: A Vocational Training & Timeline Planning Questionnaire

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

Email/Phone: \_\_\_\_\_

Date: \_\_\_\_\_

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### 1. What Skills or Fields Interest You Most?

*(Check all that apply and rank top three)*

- Web Development / IT
- Data Analytics / Project Management
- Graphic Design / Adobe Creative Suite
- Photography / Photo Editing
- Culinary Arts / Baking & Pastry
- Wellness Coaching / Nutrition
- Yoga / Fitness Training
- Massage Therapy / Bodywork
- Herbalism / Aromatherapy
- Other: \_\_\_\_\_

### My Top 3 Choices (in order):

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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# Vocational Training Discovery Questionnaire

## 2. Why These?

Describe in 1-2 sentences what draws you to each of your top 3 picks.

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
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## 3. Current Experience & Resources

- **Experience or Training You Already Have:**

\_\_\_\_\_

- **Availability per week for learning/training:**

1-3 hrs    4-6 hrs    7-10 hrs    10+ hrs

- **Preferred Learning Style:**

Self-Paced Online    Live Virtual Classes    In-Person  
Workshops    Hands-On Apprenticeship

- **Budget or Funding Options (scholarships, grants, savings):**

\_\_\_\_\_

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## 4. Barriers & Supports

- **What might get in your way?** (time, childcare, transportation, tech access...)

\_\_\_\_\_

- **What support do you need most?** (tutoring, equipment, scholarship help...)

\_\_\_\_\_

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## 5. Timeline Mapping

**A. Desired Start Date:** \_\_\_\_\_

**B. Desired Completion / Certification Date:** \_\_\_\_\_

Plot your key milestones below:

## Vocational Training Discovery Questionnaire

Milestone	Target Date	Actions Needed
Research programs/options	----- ----	----- -----
Apply / Register	----- ----	----- -----
Begin coursework / class	----- ----	----- -----
Midpoint check-in	----- ----	----- -----
Final project or exam	----- ----	----- -----
Certification received	----- ----	----- -----

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### 6. Accountability & Next Steps

- **Who will you share your progress with?** (coach, friend, family...)

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- **How often will you check in?**

Weekly    Bi-Weekly    Daily

- **My first concrete step (within 7 days):**

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### Thank you for completing this questionnaire!

We'll use your answers to craft a clear action plan and timeline so you can move confidently toward your new skills and dreams.

Feel free to email your completed form back to me at [Vanessa.Ragains@gmail.com](mailto:Vanessa.Ragains@gmail.com) or bring it to our next coaching session.

— Vanessa Ragains, Beyond BARS Coaching



# Employment Gap Language

# Employment Gap Language

## General Framing Language (Neutral + Empowering)

1. “I took time to focus on rebuilding my foundation and prioritizing personal development.”
  2. “That period was dedicated to healing, reflection, and re-aligning with my goals.”
  3. “I used that time to work on my mental, physical, and emotional health – which is now a strength I bring into my work.”
  4. “I was engaged in a personal transition that allowed me to reset and grow, and I’m ready to move forward.”
  5. “That was a season of investing in myself so I could show up more fully and consistently now.”
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## For Incarceration (Honest + Strength-Based)

6. “I was involved in the justice system, and I’ve since done the work to turn my life in a new direction.”
  7. “I spent time incarcerated and used that time to learn, reflect, and prepare for a better future. I’m committed to staying on that path.”
  8. “After being justice-involved, I focused on reentry planning, skill-building, and creating stability.”
  9. “My past included time away due to legal consequences, and I’ve since been working with a coach and support team to rebuild intentionally.”
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# Employment Gap Language

## For Rehab or Recovery (Trauma-Informed + Forward-Focused)

10. “I stepped away to prioritize my health and recovery, and I’m proud of how far I’ve come.”
  11. “I took time off to heal from substance use and now have a strong foundation and support system in place.”
  12. “Recovery required my full attention for a season — and it’s the reason I show up with resilience and accountability now.”
  13. “That time was used to get healthy and aligned with who I want to be, both personally and professionally.”
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## For Group Homes or Transitional Living

14. “I was in a structured living program to regain my footing and set up long-term goals.”
  15. “During that time, I focused on stability, wellness, and preparing for reintegration with strong support systems.”
  16. “I lived in a program that gave me space to grow, reflect, and prepare for a more purpose-driven life.”
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## Skill-Based Reframes

17. “Although I wasn’t working in a formal job, I was consistently building skills — including discipline, communication, and self-management.”
18. “I took part in workshops and coaching programs focused on personal development, life skills, and wellness.”

# Employment Gap Language

19. “I’ve done a lot of behind-the-scenes work — healing, planning, and preparing — so I can be dependable and focused in my next role.”
  20. “That time wasn’t spent in paid work, but it was full-time personal transformation — and I’m proud of who I’ve become.”
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## Add-On Phrases to Combine with the Above:

- “I’m excited to contribute now with the clarity and tools I’ve gained.”
- “It was a hard but necessary season, and it taught me a lot about perseverance.”
- “What I lacked in employment during that time, I gained in insight and focus.”
- “Now that I’ve laid the groundwork, I’m ready to grow with the right opportunity.”



# Job/Career Quiz

# 100% Free Career & Job Quizzes

## 1. O\*NET Interest Profiler (My Next Move)

Explore your work interests using the RIASEC model.

[🔗 https://www.mynextmove.org/explore/ip](https://www.mynextmove.org/explore/ip)

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## 2. CareerOneStop Interest Assessment

A quick, government-backed career interest tool.

[🔗 https://www.careeronestop.org/Toolkit/Careers/interest-assessment.aspx](https://www.careeronestop.org/Toolkit/Careers/interest-assessment.aspx)

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## 3. CareerFitter Free Career Test

Find out your work personality type and suggested careers.

[🔗 https://www.careerfitter.com/free\\_test/careerbuilder/test](https://www.careerfitter.com/free_test/careerbuilder/test)

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## 4. CareerExplorer by Sokanu

A comprehensive and psychometrically backed career match tool.

[🔗 https://www.careerexplorer.com/](https://www.careerexplorer.com/)

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## 5. 123test Career Aptitude Test

A visual-based, easy-to-use interest quiz with instant feedback.

[🔗 https://www.123test.com/career-test/](https://www.123test.com/career-test/)

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## 6. Truity Career Personality Profiler

Blends personality and career interest mapping in one test.

[🔗 https://www.truity.com/test/holland-code-career-test](https://www.truity.com/test/holland-code-career-test)

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# 100% Free Career & Job Quizzes

## 7. Skills Matcher (CareerOneStop)

Focuses on what you already do well and matches jobs to your skillset.

 <https://www.careeronestop.org/Toolkit/Skills/skills-matcher.aspx>

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## 8. MyPlan.com Career Values Assessment

Prioritizes what's important to you (independence, security, achievement, etc.).

 <https://www.myplan.com/assess/values.php>

### Tips

- Encourage the use of **2-3 different quizzes**, then reflect on and compare the results.
- Focus on **transferable skills and interests**, not just past employment.
- Analyze **overlapping career suggestions** across quizzes to find strong matches.
- Use results as **conversation starters** for skill-building plans, goal setting, and job readiness coaching.
- I am here to support you in navigating any technical or reading difficulties that may arise during quizzes.