

# Employment Training Center

## Career Readiness Skills



**Check out our new Interactive Smart Board!**

### June 2019 Workshop Schedule

#### **Intro to Basic Keyboarding**

10:00am-12:00pm, Tuesday, June 4

#### **Intro to Microsoft Office 2016**

10:00am-12:00pm, Thursday, June 6

#### **Intro to Microsoft Word 2016, Pt. I**

10:00am-12:00pm, Tuesday, June 11

#### **Building a Better Credit Report**

10:00am-11:00am, Wednesday, June 12

#### **Intro to Microsoft Word 2016, Pt. II**

10:00am-12:00pm, Thursday, June 13

#### **Adv. Microsoft Word 2016, Mail Merge**

10:00am-12:00pm, Tuesday, June 18

#### **Adv. Microsoft Word 2016, Creating Tables**

10:00am-12:00pm, Thursday, June 20

#### **Workplace Communication Skills**

10:00am-11:00am, Tuesday, June 25

### Career Readiness Training

is available to unemployed or underemployed individuals having difficulty getting a job or moving ahead. If you have been dependent on public assistance *or* on the income of another, but are no longer supported that way, then you may qualify for **FREE** career readiness training.

### Additional Services Offered

- Hands-on computer skills workshops
- Individual job search trainings
- Resume and cover letter assistance
- Career counseling assistance
- Interview techniques and mock interviews available
- Online job application assistance
- Financial Literacy workshops
- Customizable business computer skills trainings

### All Training Materials Provided

**Call today for information!**



*Schoharie County*

**Community Action Program, Inc.**

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For more information call (518) 234-2568 ext. 3024

or toll free (866) 849-2402

Visit our website @ [www.sccapinc.org](http://www.sccapinc.org)

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