

Employment Training Center

Career **Readiness Skills**



The Employment Training Center has resumed computer training workshops in **Microsoft Office and QuickBooks**, as well as individual job search and resume writing assistance. Let us help you gain the skills and confidence necessary to be successful in this unprecedented job market.

*** For the well being of all attendees, COVID-19 safety protocols will be strictly adhered to.**

Individual and Group Trainings Available

October 2020 Workshops

Pre-registration is Required

Intro to Microsoft PowerPoint 2016, Pt. I

10:00am-12:00pm, Tuesday, Oct. 6

Intro to Microsoft PowerPoint 2016, Pt. II

10:00am-12:00pm, Thursday, Oct. 8

The Importance of a Good Cover Letter

10:00am-12:00pm, Thursday, Oct. 15

Intro to Microsoft Publisher 2016, Pt. I

10:00am-12:00pm, Tuesday, Oct. 20

Intro to Microsoft Publisher 2016, Pt. II

10:00am-12:00pm, Thursday, Oct. 22

Understanding File Management

10:00am-12:00pm, Thursday, Oct. 29

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.

795 East Main Street, Suite 5, Cobleskill, New York 12043

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

or toll free (866) 849-2402

Visit our website @ www.sccapinc.org

Send an email to: mholmes@sccapinc.org