

# 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**

### November 2020 Workshops

**Pre-registration is Required**

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

10:00am-12:00pm, Tuesday, Nov. 3

#### **Manage Your Holiday Spending**

10:00am-12:00pm, Thursday, Nov. 5

#### **Navigate the Online Job Search Process**

10:00am-12:00pm, Tuesday, Nov. 10

#### **Interview Tips During the Pandemic**

10:00am-12:00pm, Tuesday, Nov. 17

#### **Create Holiday Cards Using Publisher**

10:00am-12:00pm, Thursday, Nov. 19

### 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!**



*Scholarie 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)*

*Send an email to: [mholmes@sccapinc.org](mailto:mholmes@sccapinc.org)*