

# 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**

### **June 2021 Workshops**

**Preregistration is Required**

**Intro to QuickBooks 2018, Pt. I**

10:00am-12:00pm, Tuesday, June 1

**Intro to QuickBooks 2018, Pt. II**

10:00am-12:00pm, Thursday, June 3

**Identity Theft—Protect Yourself**

10:00am-11:00am, Tuesday, June 8

**Intro to Microsoft Outlook 2016**

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

**Avoiding Covid Related Scams**

10:00am-11:00am, Tuesday, June 15

**Update Your Interviewing Skills**

10:00am-11:00am, Thursday, June 17

### **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. 3026*

*or toll free (866) 849-2402*

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

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