Career Readiness Workshops

Presented by the Employment Training Center at SCCAP

September 2021 Workshops

Microsoft Word - Basics

Thursday, September 23
10:00 am - 11:30 am

For those who are new to Word or need a refresher on creating, editing and formatting text documents.

Microsoft Outlook and Email Etiquette

Tuesday, September 28
10:00 am - 11:30 am

Learn how to send and organize email, schedule appointments, add contacts, and the all-important do's and don'ts of email etiquette.

Microsoft Excel - Basics

Thursday, September 30
10:00 am - 11:30 am

Gain skills to help you become comfortable with spreadsheets, including formulas, charts and graphs.

For the safety of all participants, COVID-19 safety protocols will be strictly adhered to.

All training materials provided!

Pre-registration is required.

Our Complete Services Include:

- Computer training workshops
- Career readiness training
- Job search and application techniques
- Resume and cover letter assistance
- Career counseling
- Interview techniques and mock interviews
- Financial literacy workshops
- Custom business computer training

Career readiness training is available to unemployed or underemployed individuals having difficulty getting a job or moving ahead.

We offer both individual and group trainings.

Contact us today for more information, and to see if you qualify to receive our services for **FREE!**

Schoharie County
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