November Computer & Career Workshops

Presented by the Employment Training Center at SCCAP

Retail Customer Service

Tuesday, November 9

10:00 - 11:00

Gain a better understanding of what the customer wants and how to meet their needs.

Ace Your Next Job Interview

Review the best ways to prepare for an interview, what to wear, and practice answering possible interview questions, including the dreaded

Tuesday, November 16 10:00 - 11:00 am

"Tell me about yourself."

Basic Business Writing in Microsoft Word

Thursday, November 18

10:00 - 11:00 am

For those who know the basics of Word and want to use it as a powerful tool to write professionally. Learn tips and tricks to formatting letters, printing envelopes, and more!

Creating Flyers and Posters with Microsoft Publisher

Tuesday, November 30
10:00 - 11:00 am

BAKE SALE
BAKE SALE
Yard Sale

Get creative with pictures, text, and shapes to create professional quality print advertisements!

All training materials provided!
Pre-registration is required.
Contact us to reserve your spot and see if you qualify to attend for FREE!

We also offer:

♦ Individual computer training
♦ Resume and cover letter preparation
♦ Job search techniques
♦ Career readiness training

SCCAP
Empowering the community
one person at a time!

Schoharie County
Community Action Program, Inc.

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