

Is a Job in Your Future?

Increasing your Odds



What's your next move?



Returning to the Workforce

Topics in the training include:

Work Ethic

- Smart Communication Skills
- Attitude & Good Work Ethic
- The Power of Your Image
- Interpersonal Communication Skills
- Cognitive Skills
- Organizational Skills
- Personal Life Skills

Digital Literacy

- Computer Basics
- Word processing
- Spreadsheets
- Presentations
- Digital Devices/Lifestyles
- The Internet
- Computer Security & Privacy

Looking for Work

- Writing a resume using Word®
- Uploading a resume
- How to search the Internet
- Job Search Techniques
- Interviewing Skills
- How to listen to questions
- Asking follow up questions

Each column can be a stand-alone program.



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