PROJECT READY
JOB TRAINING PROGRAM

EMPOWER YOURSELF!!

Must be actively looking for work!
How to Find, Get, and Keep a Job!
Free 5 weeks Job Readiness & Computer Skills Training
Program, Tues.-Fri., 9:30 am – 2:30 pm
(Participants must be able to communicate in English)
Detail Schedule on the back

Sign up and information session:
Tuesday, 05/01/2018 - 1:00 pm
Class begins 05/15/2018 and ends 06/14/2018

Location:
St. Joseph Social Service Center, church building,
118 Division St. Elizabeth, NJ 07201.

Contact:
Colletta Liccardi or Iris Rodriguez, (908) 353-1045 Ext. 8,
projectready@sjeliz.org

Take Advantage of Your Opportunities – Call today
Space is limited!

	Week 1			Week 2			Week 3	
Date	**Course**		**Date**	**Course**		**Date**	**Course**	
Tues 05/15	Sign Up & Orientation Keyboard Evaluation		Tue 05/22	Excel Math		Tue 05/29	Excel Math	
Wed 05/16	Creative Skills Skills Triangle Job Descriptions		Wed 05/23	Word 2 Job Application		Wed 05/30	Word 4 Networking	
Thu 05/17	Word 1 Computer Skills		Thu 05/24	Word 3 Online Application		Thu 05/31	Cover Letters Thank You Notes Powerpoint 1	
Fri 05/18	Resume Development 1		Fri 05/25	Resume Development 2		Fri 06/01	Resume Development 3	
	Week 4			Week 5				
Date	**Course**		**Date**	**Course**		**Date**	**Course**	
Tue 06/05	Excel Introduction to Budgeting		Tue 06/12	Excel Internet Job search				
Wed 06/06	Money Management LinkedIn		Wed 06/13	Job Counseling Class Evaluation				
Thu 06/07	Interviewing Instructions One on One Interviews (Business attire) Powerpoint 2		Thu 06/14	Review Session Graduation				
Fri 06/08	Word 5		Fri					

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