

**PROFESSIONAL PATHWAYS:  
A FOUR WEEK INTERACTIVE JOB READINESS TRAINING**  
MONDAY, NOVEMBER 16, 2015 THROUGH THURSDAY, DECEMBER 10, 2015  
10:00AM-2:00PM EACH DAY • MONDAY THROUGH THURSDAY

**THIS IN-DEPTH 4 WEEK TRAINING WILL INCLUDE:**

- Computer skills (Keyboarding, Microsoft Word and Microsoft Excel)
- The latest trends in resume & cover letter writing
- Essential interview skills – The Before, During & After
- Targeting and strengthening transferable and soft skills
- Customer service training (that works!)
- Time management and organization skills
- Local business guest speakers offering career insight
- Individualized follow-up assistance with your job search

**Space is very limited.  
Please call 315.793.9700 to reserve  
your spot today!**

**A few things to note:**

If you have not used our services in the past 3 months you may need an appointment with staff prior to taking this workshop. Please call well in advance so we can schedule this appointment.

If you do not have basic keyboarding skills, a pre-training keyboarding session may be necessary.

You must be able to attend for the duration of the four weeks.

A graduation ceremony will take place upon successful completion of the course.



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**WHAT WERC CLIENTS SAY ABOUT OUR SERVICES**

*"This whole program is incredible! It empowers women who have been out of the workforce and gives us much confidence!"*

*"WERC fills the gap between preparing for employment and successfully finding a position."*

*"I know this program changed the direction my life was heading and I hope it will help many more."*

*"I've gained a great deal of insight about myself, my goals and skills. I'm no longer afraid to face an employer at an interview."*

