



**SPRING 2020**

**WOMEN'S EMPLOYMENT  
& RESOURCE CENTER**

**TRAINING SCHEDULE**

**Tuesday,  
February 25  
1pm**



**Career Opportunities Information Session**

*Learn about work from home opportunities and openings available locally*

**Mon-Thurs  
March 23-26  
9am-2pm**

**WERC Ready Customer Service Training**

*Learn the latest in navigating relationships with employers, co-workers, and the public in order to get ahead. Customer service skills are most in demand from local employers.*

**Mon-Thurs  
April 6-9  
9am-2pm**

**Microsoft Office Beginner / Refresher Course**

Monday: Microsoft Word

Tuesday: Microsoft Excel

Wednesday: Microsoft PowerPoint

Thursday: Microsoft Publisher

**Mon-Wed  
April 27-29  
9am-2pm**

**Job Search Boot Camp**

*We'll help you navigate online job sites, spruce up your resume, write cover letters that get you noticed, and create a positive first impression during that all-important interview.*

**May 18 -  
June 12  
9am-2pm**

**Spring 2020 WERC to Work**

*Our four-week program runs just twice a year. Join us for this in-depth session where we focus on computer training, soft skills, and job readiness / search techniques.*