What can work Certified™ do for you?

Work Certified™ is a national certification program that validates work skills endorsed by our local community employers. Work Certified™ will assist you in developing your workplace skills and behaviors which increase your value to your employer and ensure success in the workplace.

Benefits:

- Add this NATIONALLY recognized Work Certified™ credential to your resume to illustrate your skills to employers.
- Obtain and share real, successful methods and life experience with class members.
- Sharpen the job search skills that may need improvement or you may not have had a chance to use.
- Develop your confidence to get a job, keep a job, and advance in the job.

Expectations:

- The course includes group discussion, individual exercises, and prepared formal presentations conducted in a classroom setting.
- Educational materials will be provided and assessments will be given for review and certification.
- You earn this credential at your own pace. One to two modules will be scheduled weekly, from 9:00 A-3:00P.
- A final assessment to receive your Work Certified™ credentials is administered, after all nine modules are completed.

This course includes:

- Job Search Skills
- Landing the Job
- Keeping the Job
- Customer Service
- Business Technology
- Business Communication

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.