

Employment Skills Training Course

This highly tailored training program offers six (6) one-hour courses designed to integrate basic employment skills with the individual's educational and performance competencies.

The program introduces adults to employment acquisition skills commensurate with their academic interests and experiential background.

Additionally, the workshops are designed to support recent graduates' transition to the world of work.

Virtual and in-person sessions are offered to accommodate the individual and the facilitator to achieve the most effective and efficient results.

Sessions 1-3

Job skill sessions are customized based on the individual's strengths, personal interests and career goals including:

- Ability to communicate effectively with supervisors, co-workers, and customers
- Generally accepted community workplace performance expectations
- Ability to self-learn and follow directions on assigned work
- Ability to sustain focus and attention to work
- Workplace problem-solving skills and strategies

Sessions 4-6

Employment seeking skills are identified and determined as needed based on the individual's work objectives, job expectations and career goals including:

- Finding employment opportunities
- Researching job requirements
- Writing a resume and letter of interest
- Applying and interviewing for a job

Total cost for the six sessions is \$600 per participant.

*Costs include all learning materials, communications and travel where necessary.

For more information or to request participation in our sessions please contact:

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