



Academic and Career Preparation

PATHWAYS TO EMPLOYMENT

Your edge to employment skills and academic success

Pathways to Employment is a **FREE** three-week program that helps you gain the confidence and skills needed for success in today's workforce.

Add new **COMPUTER, COMMUNICATION AND PLANNING** skills and qualifications to your resumé!



| EDUCATIONAL / WORK PLANNING | COMPUTER SKILLS | WORKPLACE COMMUNICATIONS |
|--|---|---|
| <ul style="list-style-type: none"> • exploring the hidden job market • networking • mock Interviews • organizational skills • time management • exploring career options | <ul style="list-style-type: none"> • introductory Microsoft Office <ul style="list-style-type: none"> • Word • Excel • formatting resumé and cover letters • e-mailing with attachments • online research • computer basics | <ul style="list-style-type: none"> • budgeting • customer service • conflict resolution skills |

FOR MORE INFORMATION OR TO REGISTER