10 - 11:30 AM

OPERATION
ABLE™

ATTEND A FREE INFORMATION SESSION
HELD WEEKLY - 2 OPTIONS TO CHOOSE FROM.

Learn more about Operation ABLE's <u>COMPUTER SKILLS TRAINING PROGRAMS.</u>
During the session, we will SPOTLIGHT and PROVIDE HELPFUL DETAILS
into the following COMPUTER SKILLS TRAINING programs:
There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply.

For **BEGINNERS**	*For* **INTERMEDIATE & ADVANCED**	*For* **INTERMEDIATE & ADVANCED**	*For* **INTERMEDIATE & ADVANCED**
ABLE BEGINNINGS	**SKILLS2WORK**	**MEDICAL OFFICE**	**REFRESHER COMPUTER SKILLS**
Covers basic computer and job search skills, instructor-led 6-week program.	Covers MS Office suite, instructor-led 12-week program.	Covers admin skills required for the healthcare field, instructor-led program. We offer an 8 and 12-week class.	Topics include MS Office apps, LinkedIn, Resume specifics, and more.

WEEKLY Info Sessions are available - 2 Options to choose from.

TUESDAY INFO SESSION
LIVE VIRTUAL,
via ZOOM
Held every other week
10 - 11:30 AM

THURSDAY INFO SESSION
LIVE ONSITE,
ABLE BOSTON Location
Held the alternating week
10 - 11:30 AM

Register online
OperationABLE.net/information-sessions/

📞 **617-542-4180**

Operation ABLE Headquarters: 98 North Washington St., Suite 200, Boston MA 02114
<u>www.OperationABLE.net</u>
Minutes from North Station and TD Garden.

Providing Training and Employment Services to Job Seekers since 1982.