



12-WEEK MS OFFICE SUITE 2016 TRAINING

SKILLS2WORK

Transferable skills used in most industries.

Training Offered through OPERATION ABLE

Learn transferable skills in Intermediate & Advanced Microsoft Office.
INSTRUCTOR-LED training in a virtual classroom environment through video conferencing.

THIS 12-WEEK MS OFFICE & WORKPLACE ENGAGEMENT SKILLS TRAINING OFFERS:

- Intermediate & Advanced Microsoft Office Skills training
- Intensive Job Search Training
- Includes a focus on workplace relations and honing communication skills

This training is followed by a 6-week internship to further advance your new skills.

NEXT CLASS STARTS REMOTELY on 4/29/24

FREE to most SNAP recipients and/or income eligible Boston residents

To Learn More REGISTER for an
Upcoming TUE Morning

FREE INFORMATION SESSION

<https://operationable.net/information-sessions>

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OPERATION ABLE

ACreating
THE PATH TO EMPLOYMENT

Operation ABLE Headquarters: 98 North Washington St., Suite 200, Boston MA 02114
Minutes from North Station and TD Garden.

There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply.

CONTACT:

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