



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>

Contact: Marilyn Piket, Skills2Work Program
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or visit [OperationABLE.net](https://operationable.net)

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. This institution is an equal opportunity provider.



CONTACT:

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