



12-WEEK MS OFFICE SUITE TRAINING

SKILLS2WORK

Transferable skills used in most industries.

Training Offered through OPERATION ABLE

Learn transferable skills in Intermediate through 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 through 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 01/27/25

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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or visit OperationABLE.net

OPERATION ABLE

ACreating
THE PATH TO EMPLOYMENT

Operation ABLE is a proud member of the NH WORKS System, an American Job Center (AJC) Network and the MassHIRE system, an AJC Network. Operation ABLE is an equal opportunity employer/program. Auxiliary aids and services available upon request to people with disabilities. Relay NH711 and MA 711. See funding details in compliance with the Stevens Amendment at <https://operationable.net/scsep-stevens-amendment/>

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