#### 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 7/28/25

FREE to most SNAP recipients

## To Learn More REGISTER for an Upcoming TUE Morning

**FREE INFORMATION SESSION** 

https://operationable.net/information-sessions

Contact: Marilyn Piket, SKills2Work Program Manager

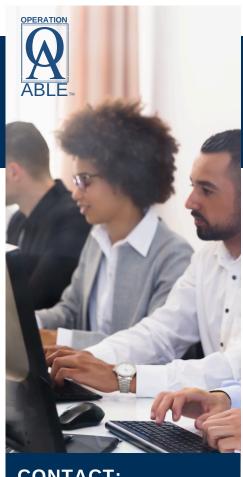
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OPERATION ABLE

or visit <u>OperationABLE.net</u>



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