

Could your Career use an SOS?

*Summer is a great time to brush up on your employability skills
—and learn new ones!*

Summer Office Skills

Employment Training Program

The SOS program will run Tuesdays and Thursdays

July 11th to August 31st, 2017

9:30am – 3:00pm

To apply, contact your case manager or call Project Self-Sufficiency to register for an open house.

973-940-3500

Would you like to enhance your computer abilities—work on skills and techniques that make you more appealing to employers—and gain hands-on work experience through an externship?

Project Self-Sufficiency is offering an eight-week Summer Office Skills (SOS) Training Program.

SOS is designed to prepare individuals to enhance and develop employability skills to work towards gaining successful employment!

MS Office Computer Training	Employability Skills	Flexible Externship
-Basic computer skills -MS Word, Excel, PowerPoint & Outlook	-Resume and cover letter writing -Job search techniques -Interview skills	-On-the-job training at a community work site

Sign up to attend an Open House today to apply for the Summer 2017

SOS Program!

Open House Dates:

Monday, June 5th at 10AM

Thursday, June 15th at 6PM

Tuesday, June 20th at 10AM

Monday, June 26th at 6PM

Friday, June 30th at 10AM