SPRING 2016 PROGRAMS

Earn a Certificate Recognized by Local Businesses

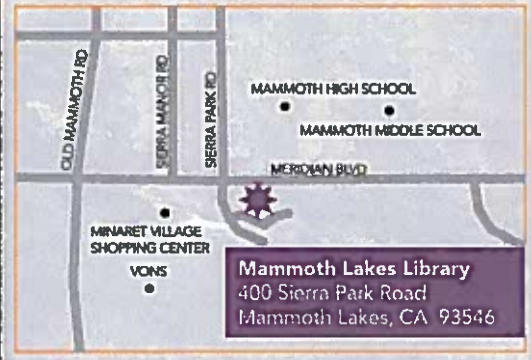
- Interact with local business leaders.
- Build relationships to help you accomplish your goals.
- Develop technology skills.
- This program is **free** and open to the community!
- Translation and child care provided*

Registration preferred by February 22, 2016
Call 760.934.0031 or
email tnguyen@monocoe.org

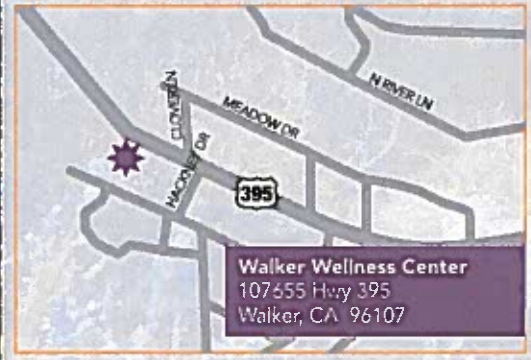
**Child care and language translation services will be provided free of charge with advance notice. Call to arrange.*

**Cuidado de niños y servicio de idioma seran ofrecidos sin costo, con aviso previo. Por favor llamen si estan interesados.*

Two locations available:
Mammoth Lakes & Walker/Coleville



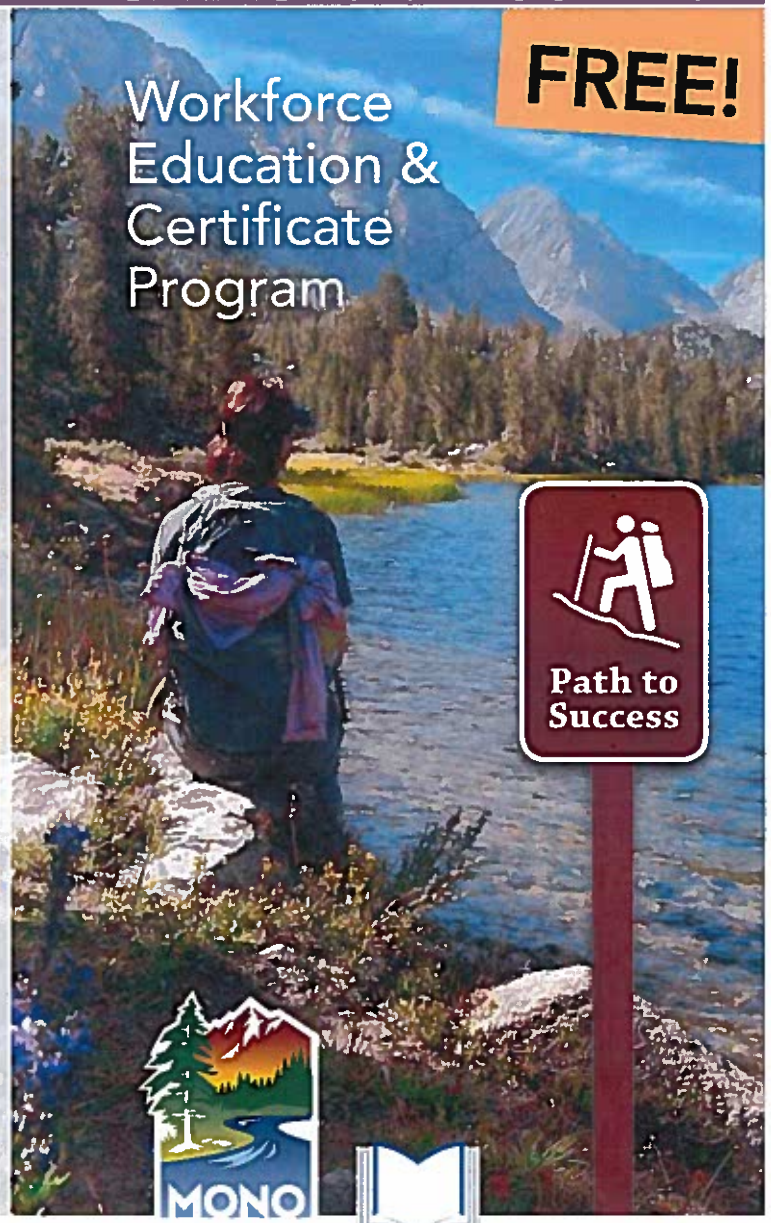
Mammoth Lakes Library
400 Sierra Park Road
Mammoth Lakes, CA 93546



Walker Wellness Center
107655 Hwy 395
Walker, CA 96107

MONO COUNTY CALIFORNIA

Mono County Office of Education
Mono County Department of Social Services
Phone: 760.934.0031
E-mail: tnguyen@monocoe.org



Workforce Education & Certificate Program

FREE!

Path to Success

MONO COUNTY CALIFORNIA

Free translation services and child care provided.

Cuidado de niños y servicio de idioma seran ofrecidos sin costo.

EARN A CERTIFICATE! *FREE.*

Plan. Practice. Succeed.

Make a career plan.

Update your skills.

Improve your communication effectiveness.

The Mono County Office of Education and Mono County Department of Social Services are teaming up to create a series of trainings to help you focus on your strengths and learn new skills.

You may attend all of these modules or select them individually based on your interests. A certificate is earned if all modules are completed.

Training will be interactive, engaging and open to everyone. Come spend some time meeting new people and learning new skills.

Module 1
Career Development

- Explore Strengths
- Set Goals
- Discover Options
- Create a Plan

Module 2
Job Search and Resumé

- Develop Networking Skills
- Explore Job Search Tools
- Create a Strong Resumé
- Learn to Make Resources Work For You

Module 3
Interviews

- Learn Appropriate Attire
- Practice Confidence
- Learn How to Focus on Your Strengths
- Improve Communication Skills

Module 4
Professionalism

- Improve Customer Service Skills
- Practice Conflict Management
- Set Priorities
- Focus on Your Goals

Wednesday Sessions
Mammoth Lakes Library
1:00-4:30PM

March 9 – Module 1
March 30 – Module 2
April 27 – Module 3
May 25 – Module 4

Thursday Sessions
Walker Wellness Center
1:00-4:30PM

March 10 – Module 1
March 31 – Module 2
April 28 – Module 3
May 26 – Module 4

Saturday Sessions
Mammoth Lakes Library
1:00-4:30PM

March 12 – Module 1
April 2 – Module 2
April 30 – Module 3
May 28 – Module 4

See back for location maps.

Technology skills practiced in all modules.

A certificate is earned if all modules are completed.