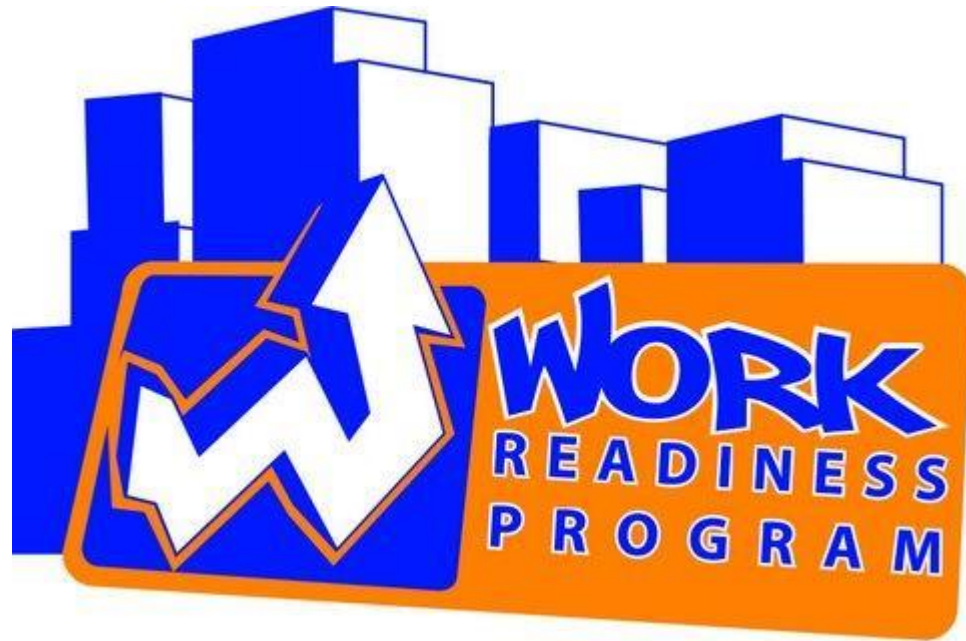


Monthly Work Readiness Trainings at BerkshireWorks Career Center!



Are you a youth 16-24 who needs help developing essential work related skills? Would you like to create your resume and cover letter needed to apply for a job? How about learning how to budget your paycheck as well as other meaningful future planning techniques? If you are, sign up for the **Work Readiness Certificate program!** It's **FREE** and after you complete all four sessions, you will earn a certificate that you can use when applying for jobs!

Time: 11:00-1:00

Location: BerkshireWorks Career Center 160 North Street

(TURN OVER) →→→→→

Training Agenda

Complete all four sessions (8 hours) to earn a Work Readiness Certificate awarded through the Regional Employment Board!

Session I:

- ✚ Program Introduction
- ✚ Workplace Safety
- ✚ Workplace Communication, Initiative, Collaboration, and Dependability

Session II:

- ✚ Community Connector Presentation
 - ✚ Resume
 - ✚ Cover Letter

Session III:

- ✚ Financial Literacy

Session IIII:

- ✚ Employer Engagement
- ✚ Program completion and Certificate

The monthly Work Readiness trainings are facilitated by Bryan House through the Reconnect Center.

They will be provided the third week of every month. Please visit www.berkshireworks.org for updated trainings and schedules.

To register please contact Kelly Groves at 413-499-2220 ext. 145 or kgroves@berkshireworks.org or ext. 110