

**FREE**

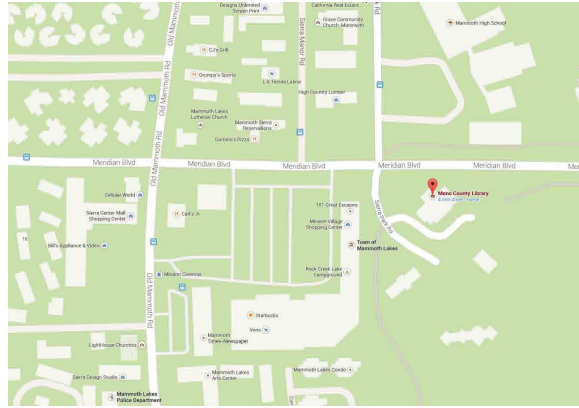
## Earn a Certificate Recognized by Local Businesses

Interact with local business leaders.

Build relationships to help you accomplish your goals.

Develop technology skills.

**Mammoth Lakes Library**  
400 Sierra Park Road  
Mammoth Lakes 93546



# Workforce Development Training Certificate Program



Sponsored by:  
Mono County Office of Education and  
Mono County Department of Social Services

**This program is NO COST to you!**

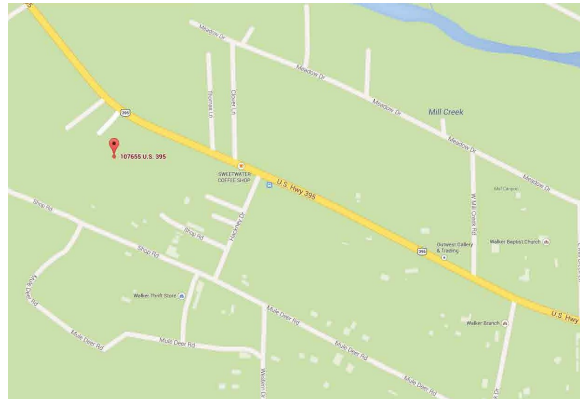
**Translation & child care provided!**

**Register by March 30th!**

**Call: 760-934-0031**

**Let us know when you register if you need child care or language translation services and these will be provided free of charge.**

**Walker Wellness Center**  
107655 Hwy 395  
Walker 96107



**Two locations available:  
Mammoth Lakes & Walker**



Mono County Office of Education  
Mono County Department of Social Services



451 Sierra Park Road  
Mammoth Lakes, CA 93546 Phone: 760-934-0031  
477 Emigrant Street Fax: 760-93-1443  
Bridgeport, CA 93517 E-mail: tnguyen@monocoe.org

**Translation Services &  
Child Care Provided**

## Plan. Practice. Succeed.

Do you need a job?

Do you need to re-enter the workforce?

Are you looking for a stable career or steady employment?



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.

Improve your life through a path of stable and rewarding employment.

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

## Four Modules - No Cost

### Module 1 - Career Development

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

### Module 2 - Job Search and Resume

- Develop Networking Skills
- Explore Job Search Tools
- Create a Strong Resume
- 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

Technology skills practiced in all modules.

All modules must be completed to receive a certificate.

### Session 1

#### **Mammoth Lakes Library**

Tuesdays 1:00-4:30

April 14th - module 1

May 5th - module 2

May 26th - module 3

June 16th - module 4

### Session 2

#### **Walker**

Thursdays 1:00-4:30

April 16th - module 1

May 7th - module 2

May 28th - module 3

June 18th - module 4

### Session 3

#### **Mammoth Lakes Library**

Saturdays 1:00-4:30

April 18th - module 1

May 9th - module 2

May 30th - module 3

June 20th - module 4

**See back for location maps**

