Get on track to a new CAREER

Where do I get this training?
Cherry Street Mission Ministries' Life Revitalization Center
1501 Monroe Street
Toledo, OH 43604

Ask us about
• Transportation
• Child Care
• Temporary employment
• Disability employment assistance
• Access to social services

Brought to you by:

CALL TODAY
419.214.6776
What is your perfect job?

• Do you enjoy working with people?
• Do you enjoy talking on the phone?
• Would you enjoy making a good living?
• Are you looking to launch a career with skills that are in high demand?
• Do you enjoy being a valuable and reliable part of a team?

Basic Skills Learned:

• Technology Foundations
• Keyboarding
• PC Basics
• Word processing

What is your investment?

• 8 weeks
• Classroom time
• Study and tutoring time
• Attend Support Group – a unique service to build up, encourage and invest in you

What will I learn?

• Active Listening
• Attitude & Self Improvement
• Superior typing skills
• Building Communication Skills
• Business Etiquette
• Employee Accountability
• Time management
• Prioritizing
• Problem Solving
• Conflict resolution
• Self Esteem/Assertiveness
• Writing
• Skills you can translate into many other professions

Career opportunities include:

• Debt Collection
• Customer Service
• Marketing Surveys
• Technical Service
• Administrator