



Where do I get this training?

Cherry Street Mission Ministries'
Life Revitalization Center
1501 Monroe Street
Toledo, OH 43604

Ask us about

- Temporary employment
- Disability employment assistance
- Access to social services
- PreGED/Foundational skills updates

Brought to you by:



CALL TODAY

419.214.6776

Get on track to a new career

Office Specialist





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?



What is your investment?

- 10 weeks
- Classroom time
- Study and tutoring time
- Attend Vocational Group – a unique service to build up, encourage and invest in you



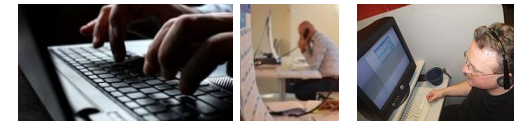
Basic Skills Learned:

- Office Software Applications
- Keyboarding
- Data Entry
- Customer Service Communications



What will I learn?

- Active Listening
- Attitude & Self Improvement
- Improved 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:

- Administrative Assistant
- Office Clerk
- Call Center Representative
- Customer Service
- Data Entry Specialist