



12-WEEK MS OFFICE SUITE 2016 TRAINING

SKILLS2WORK

Transferable skills used in most industries.

Training Offered through OPERATION ABLE

Learn transferable skills in Intermediate & Advanced Microsoft Office - Instructor led in a virtual classroom environment through video conferencing.

THIS 12-WEEK MS OFFICE & CUSTOMER SERVICE TRAINING OFFERS:

- Intermediate & Advanced Microsoft Office Skills training
- Intensive Job Search Training
- Includes a focus on customer relations and honing communication skills

This training is followed by a 6-week internship to further advance your new skills.

NEXT CLASS STARTS REMOTELY *on 9/8/2020*

To Learn More, View our

ON-DEMAND INFORMATION SESSION

<https://operationable.net/information-sessions>

Skills2Work Contact:

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or visit OperationABLE.net

OPERATION ABLE

ACreating
THE PATH TO EMPLOYMENT

Operation ABLE is located at: 174 Portland St., 5th FL, Boston MA 02114
Near North Station and TD Garden

There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply.

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