

# TRAINING & EMPLOYMENT CONSORTIUM

**The Following Classes are offered at TEC and scheduled as needed. Please contact Shannon at 573-6676 or at 113 W. Jefferson St. to sign up for class.**

**Each class is a two hour session unless otherwise indicated.**

## **Individualized Job Search Techniques**

**Job Readiness** ( More than one session available)

**Resume/Cover Letters**

**Interview Skills**

**Job Retention** (More than one session available)

**Basic Computer Skills** (More than one session available)

**Cashiering** (One hour sessions available for practice)

**Customer Service**

**Typing/10-Key** (One hour sessions available for practice)

**Basic Office Skills** (More than one session available)

**Seeking Quality Child Care**