

Communication Skills for the 21st Century Workforce

▶ **COMPUTER LITERACY SKILLS** ▶ **GUEST SERVICES CERTIFICATION**

Classes are held at the
Atlantic City Free Public Library
(1 N. Tennessee Ave., Atlantic City)



FREE CLASSES TO IMPROVE EMPLOYMENT OPPORTUNITIES

The **10-week COMPUTER LITERACY SKILLS** program will provide the basic computer skills needed for those searching for employment, writing a resume, submitting applications online, utilizing email and performing tasks at the workplace.

The **two-week GUEST SERVICES CERTIFICATION** class will cover the communications skills needed to enable participants to obtain employment and succeed in the leisure and hospitality field. The training in this program will provide a professional certification, recognized by the hotel and hospitality industry, that will enhance communication skills with customers.

Call (609) 345-2269, ext. 3044,
to register. Space is limited.

▶ **REGISTRATION IS REQUIRED.**



The Atlantic City Free Public Library received funding for the Community Library Adult Literacy & Career Pathway Grant Program through the New Jersey Department of Labor and Workforce Development