

WorkReadyNH Schedule

at Nashua Community College, 505 Amherst Street, Nashua, N.H. 03063

Next Evening Class:

Class	Content	Date
Pretest	Pretest	Wednesday, April 2, 2014
Unit 1	Introduction & Class Overview	Monday, April 7, 2014
Unit 2	Career Exploration	Tuesday, April 8, 2014
Unit 3	Business Elements	Monday, April 14, 2014
Unit 4	Technology	Tuesday, April 15, 2014
Unit 5	The Résumé	Monday, April 21, 2014
Unit 6	The Cover Letter	Tuesday, April 22, 2014
Unit 7	Effective Communication Skills	Monday, April 28, 2014
Unit 8	Customer Service	Tuesday, April 29, 2014
Unit 9	Self Esteem & Assertiveness	Monday, May 5, 2014
Unit 10	Team Building	Tuesday, May 6, 2014
Unit 11	The Interview	Monday, May 12, 2014
Unit 12	Public Speaking & Presentations	Tuesday, May 13, 2014
Unit 13	Time Management & Problem Sol	Monday, May 19, 2014
Unit 14	Critical Thinking & Conflict Resolu	Tuesday, May 20, 2014
Unit 15	Personal Branding	Wednesday, May 21, 2014

Next Day Class:

Class	Content	Date
pretest	Pre -Test and Overview	Tuesday, May 06, 2014
Unit 1	Introduction & Team Building	Wednesday, May 07, 2014
Unit 2	Career Exploration	Friday, May 09, 2014
Unit 3	Technology of the Job Search	Tuesday, May 13, 2014
Unit 4	Business Elements	Wednesday, May 14, 2014
Unit 5	The Résumé (Part 1)	Friday, May 16, 2014
Unit 6	Networking	Tuesday, May 20, 2014
Unit 7	The Interview (Part 1)	Wednesday, May 21, 2014
Unit 8	Effective Communication Skills	Friday, May 23, 2014
Unit 9	The Résumé (Part 2)	Tuesday, May 27, 2014
Unit 10	The Interview (Part 2)	Wednesday, May 28, 2014
Unit 11	Critical Thinking	Friday, May 30, 2014
Unit 12	Public Speaking & Presentations	Tuesday, June 03, 2014
Test	NCRC TEST	Wednesday, June 04, 2014

For More Information please call Donna Marceau, WRNH Program Director at 603-882-6923 x1560 or email her at dmarceau@ccsnh.edu .

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