

WorkReadyNH Program @ Nashua Community College

Late May - June Day Class - Room 233:

Class	Content	Date	Time
Pretest	Pretest	Thursday, May 29, 2014	8am - 12pm
Unit 1	Introduction & Class Overview	Wednesday, June 4, 2014	8:30 - 1:30 pm
Unit 2	Career Exploration	Thursday, June 5, 2014	8:30 - 1:30 pm
Unit 3	Technology in Job Search	Friday, June 6, 2014	8:30 - 1:30 pm
Unit 4	Business & Communication	Wednesday, June 11, 2014	8:30 - 1:30 pm
Unit 5	The Resume	Thursday, June 12, 2014	8:30 - 1:30 pm
Unit 6	The Cover Letter	Friday, June 13, 2014	8:30 - 1:30 pm
Unit 7	Team Building/Conflict Resolution	Wednesday, June 18, 2014	8:30 - 1:30 pm
Unit 8	Self Esteem & Assertiveness	Thursday, June 19, 2014	8:30 - 1:30 pm
Unit 9	Time Management/Problem Solving	Friday, June 20, 2018	8:30 - 1:30 pm
Unit 10	The Interview	Wednesday, June 25, 2014	8:30 - 1:30 pm
Unit 11	Customer Service/Critical Thinking	Thursday, June 26, 2014	8:30 - 1:30 pm
Unit 12	Personal Branding & Presentations	Friday, June 27, 2014	8:30 - 1:30 pm
	NCRC by Appointment	dmarceau@ccsnh.edu	

For More Information:

Please Call Donna Marceau, Program Director at 603-882-6923 x1560 or email: dmarceau@ccsnh.edu

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No Cost Program Available to All Career Builders

July - August Day Class in Room 233:

Class	Content	Date	Time
Pretest	Pretest		8am - 12pm
Unit 1	Introduction & Class Overview	Tuesday, July 15, 2014	8:30 - 1:30 pm
Unit 2	Career Exploration	Wednesday, July 16, 2014	8:30 - 1:30 pm
Unit 3	Technology in Job Search	Thursday, July 17, 2014	8:30 - 1:30 pm
Unit 4	Business & Communication	Tuesday, July 22, 2014	8:30 - 1:30 pm
Unit 5	The Resume	Wednesday, July 23, 2014	8:30 - 1:30 pm
Unit 6	The Cover Letter	Thursday, July 25, 2014	8:30 - 1:30 pm
Unit 7	Team Building/Conflict Resolution	Tuesday, July 29, 2014	8:30 - 1:30 pm
Unit 8	Self Esteem & Assertiveness	Wednesday, July 30, 2014	8:30 - 1:30 pm
Unit 9	Time Management/Problem Solving	Thursday, July 31, 2014	8:30 - 1:30 pm
Unit 10	The Interview	Tuesday, August 5, 2014	8:30 - 1:30 pm
Unit 11	Customer Service/Critical Thinking	Wednesday, August 6, 2014	8:30 - 1:30 pm
Unit 12	Personal Branding & Presentations	Thursday, August 7, 2014	8:30 - 1:30 pm
	NCRC by Appointment	dmarceau@ccsnh.edu	

September Day Class in Room 233:

Class	Content	Date	Time
pretest	Pre -Test and Overview	Thursday, September 04, 2014	9:00 AM
Unit 1	Connecting	Monday, September 08, 2014	9AM - 3PM
Unit 2	Career Exploration	Tuesday, September 09, 2014	9AM - 3PM
Unit 3	Technology of the Job Search	Monday, September 15, 2014	9AM - 3PM
Unit 4	Business Elements	Tuesday, September 16, 2014	9AM - 3PM
Unit 5	The Résumé	Thursday, September 18, 2014	9AM - 3PM
Unit 6	Networking	Monday, September 22, 2014	9AM - 3PM
Unit 7	Interviewing	Tuesday, September 23, 2014	9AM - 3PM
Unit 8	Effective Communication Skills	Thursday, September 25, 2014	9AM - 3PM
Unit 9	Critical Thinking	Monday, September 29, 2014	9AM - 3PM
Unit 10	Wrap up & Presentations	Tuesday, September 30, 2014	9AM - 3PM
	NCRC By Appointment	dmarceau@ccsnh.edu	

For More Information:

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