

# No Cost Career Builder Classes

## WorkReadyNH Schedule

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

Room 233

Next Evening Class:

5:00 p.m. - 9:00 p.m.

Class	Content	Date
Pretest	Pretest	Tuesday, September 16, 2014
Unit 1	Introduction & Class Overview	Thursday, September 18, 2014
Unit 2	Career Exploration	Tuesday, September 23, 2014
Unit 3	Business Elements	Thursday, September 25, 2014
Unit 4	Technology	Tuesday, September 30, 2014
Unit 5	The Résumé	Thursday, October 2, 2014
Unit 6	The Cover Letter	Tuesday, October 7, 2014
Unit 7	Effective Communication Skills	Thursday, October 9, 2014
Unit 8	Customer Service	Tuesday, October 14, 2014
Unit 9	Self Esteem & Assertiveness	Thursday, October 16, 2014
Unit 10	Team Building	Tuesday, October 21, 2014
Unit 11	The Interview	Thursday, October 23, 2014
Unit 12	Problem Solving	Tuesday, October 28, 2014
Unit 13	Time Management	Thursday, October 30, 2014
Unit 14	Critical Thinking & Conflict Resolution	Tuesday, November 4, 2014
Unit 15	Conclusion/Projects	Thursday, November 6, 2014

Next Day Class:

9:00 a.m - 2:00 p.m.

Class	Content	Date
Pretest		Wednesday, October 8, 2014
Unit 1	Introduction & Class Overview	Friday, October 10, 2014
Unit 2	Career Exploration	Monday, October 13, 2014
Unit 3	Technology in Job Search	Wednesday, October 15, 2014
Unit 4	Business & Communication	Friday, October 17, 2014
Unit 5	The Résumé	Monday, October 20, 2014
Unit 6	The Cover Letter	Wednesday, October 22, 2014
Unit 7	Team Building/Conflict Resolution	Friday, October 24, 2014
Unit 8	Self Esteem & Assertiveness	Monday, October 27, 2014
Unit 9	Time Management/Problem Solving	Wednesday, October 29, 2014
Unit 10	The Interview	Friday, October 31, 2014
Unit 11	Customer Service/Critical Thinking	Monday, November 3, 2014
Unit 12	Personal Branding & Presentations	Wednesday, November 5, 2014

For more information please call Donna Marceau, WRNH Program Director at 603-882-6923 x1560 or email her at [dmarceau@ccsnh.edu](mailto:dmarceau@ccsnh.edu).

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