



# Vocational Training & Resource Center

## *Training For Your Future*



### **August 21: First Aid/CPR/AED Certification**

Cost: \$150 (no tax) | Time: 9:00 AM - 4:00 PM (6 Hours) | Instructor: Noelani Kamahale

This course will provide individuals in the workplace the knowledge and skills necessary to recognize and provide basic care for injuries and sudden illnesses, including how to use an automated external defibrillator (AED) for victims of sudden cardiac arrest, until advanced medical personnel arrive and take over. Upon completion, students will receive a VTRC certification and American Red Cross certification valid for two (2) years. All courses are open to the general public.

### **September 7 & 9 • November 1, 2 & 3: Financial Skills Course**

Cost: \$150 (no tax) | Time: 5:00 PM - 8:00 PM • 6:00 PM - 8:00 PM | Instructor: Spruce Root, Inc.

Looking to build your credit and improve your personal financial wellness? Join us for a virtual workshop where you will learn strategies for managing your money, setting financial goals, building credit, and more! Participants who complete the workshop will be eligible to apply for a Credit-Builder Card through Tongass Federal Credit Union.

### **September 11: Work Readiness & Soft Skills Development**

Cost: \$150 (no tax) | Time: 9:00 AM - 4:00 PM (6 Hours) | Instructor: Spruce Root, Inc.

While education, experience and technical skills are fundamental to performing a job, employers value employees who can communicate effectively and act professionally. The Work Readiness & Soft Skills Development training course is a comprehensive 6-hour curriculum designed to help participants enter the workforce with a foundation of skills that apply across a wide range of positions. No matter what technical skills a job may require, every job requires good soft skills.

### **November 8 - December 15, 2021: Administrative Assistant, Level 1 Training**

Cost: \$4,000 (no tax) | Time: 8:00 AM - 5:00 PM (160 Hours) | Instructor: NIT

Administrative workers are an integral part of any office across industries. This hands on, intensive training program will provide students with the skills and knowledge needed for entry level employment in the administrative field. This training includes hard and soft skills, resulting in a strong working knowledge of the complexities of an office environment and the various duties of an administrative clerk, including computer skills, office safety, communication, critical thinking and accounting awareness.

To register or for more information, contact:

**Vocational Training & Resource Center**

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