

### STEP 1: JOB READINESS PROGRAMS

Whether you have been out of the workforce for some time or are interested in starting a new career, ATR's job readiness program will prepare you with the skills you need to enter the workforce.

- ✔ It is a requirement that you take job readiness training before continuing to most of the occupational training programs.

#### PATHS TO EMPOWERMENT (P2E) at Masshire Worcester | 3 Weeks

P2E introduces participants to the world of work through classroom-based instruction on topics such as career exploration, occupational outlooks, and financial literacy. Soft skills development is also incorporated into this program, including, communication, conflict resolution, time management, and workplace expectations. Participants will also become members of the MassHire Career Center system and learn how to utilize the services they offer.

### STEP 2: JOB TRAINING PROGRAMS

The workforce is constantly changing and some of today's hottest jobs require training in specific skills. Set yourself apart from other applications by attending a job training program in an industry of your interest or continue your education by attending a GED/HiSet program or ESOL class.



#### Commercial Truck Driving

**CDL CLASS B COMMERCIAL DRIVER'S LICENSE**  
at Worcester Jobs Fund | 2 Weeks

This program is designed for individuals interested in pursuing a career in transportation. Class B CDL license is the second heaviest weight class in commercial vehicle transportation and is often used by drivers in construction, shipping, waste management, and public transit. A Class B CDL license allows individuals to operate commercial heavy straight trucks (single unit vehicles with a non-detachable trailer).



#### Construction

**BUILDING PATHWAYS PRE-APPRENTICESHIP TRAINING** at Worcester Jobs Fund | 8 Weeks

This pre-apprenticeship training program prepares Worcester residents to enter a union apprenticeship program in the construction industry. Using a combination of classroom and hands-on learning experience, Building Pathways covers topics including, basic construction math, basic construction skills, labor history, and an overview of the construction industry. Once placed in an apprenticeship program, participants will gain on-the-job training, while earning good wages and benefits, and receive continued support services from Building Pathways.



### Accounting

ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE  
TRAINING at Quinsigamond Community College  
| 20 WEEKS

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This training prepares participants for entry-level jobs in a business environment. The training is comprised of five courses; Introduction to Microcomputer Applications, First Year Experience, Financial Accounting I, Accounting Software for Small Business, and Introduction to Business. Participants who complete this program will graduate with a QuickBooks certification in addition to a certificate in Accounts Payable/Accounts Receivable.

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