



## 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 New Bedford | 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 A COMMERCIAL DRIVER'S LICENSE at  
Amaral Trucking Driving School | 6 Weeks**

Participants receive education and training to receive their Class A Commercial Driver's License (CDL) to be able to drive both trucks and tractor trailers. CDL Class A training is a combination of classroom and hands on road lessons. Participants will graduate from the program with the skills they need to safely drive, maneuver, and manage trucks and tractor trailers.



### **Office Work**

**OFFICE SUPPORT PROGRAM at Bristol Community  
College | 21 Weeks**

The Office Support program focuses on administrative office procedures, keyboarding, business writing, office software (QuickBooks, Word, Excel, PowerPoint, Access) text editing, records management, communication skills, and career readiness. This intensive course work prepares participants for entry-level positions in corporate offices, educational, medical, financial and legal facilities, and non-profit agencies. The program teaches office support and administration skills through classroom lecture, skills practice, software simulation, and team projects in a fully equipped computer lab.

#### **CONTACT:**

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