

**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 Downtown Boston | 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. Taking this class is mandatory pre-requisite to continuing on to any of the occupational training programs.

MOVING AHEAD PROGRAM (MAP) at St. Francis House | 14 Weeks

This is a job and life skills program for people who have experienced homelessness, addiction, mental illness, and/or incarceration who do not yet feel ready to enter the work force and who need guidance, one-to-one attention, and time to get themselves ready to get a job. Participants learn to identify, pursue, and succeed in careers that match their interests, abilities, skills, and work values.

WORK READY at Project Place | 4 Weeks

An intensive job preparation program where participants learn to develop resumes, write cover letters, perform a focused job search with internet and on-the-street job searching, and prepare for the interview process. Participants complete a full career assessment of their job experience and interests while learning life skills and the basics of customer service. Coursework is delivered using different teaching methods including, presentations, assignments, workshops, mock interviews, and one-on-one coaching. *After completion of the 4-week Work Ready Program, participants can move on to an industry specific internship: in maintenance and landscaping, logistics, or food production.*

**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 applicants 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 Cleaning

COMMERCIAL CLEANING at Community Works Services | 6 Weeks

This hands-on training in commercial cleaning prepares participants to secure employment in a variety of settings. Training is presented through a combination of on the job training at the CWS facility and a series of classroom lectures. The curriculum includes learning proper cleaning techniques for offices, classrooms, hospitals, hotels, or schools. Participants learn safe handling of products and are given the opportunity to use different equipment including industrial vacuums, floor buffers, power scrubbers, and rug extractors.



Construction/Building Trades

BUILDING PATHWAYS | 6 Weeks

This pre-apprenticeship training program is designed to give the foundational skills and knowledge necessary to understand the construction industry. Participants have the opportunity to explore careers in the trades such as roofers, carpenters, laborers, electricians, pipe fitters, iron workers, and more. Upon graduation, participants are prepared for placement in a union apprenticeship.



Culinary/Food Services

TEACHING KITCHEN at Community Servings | 12 Weeks

This program trains individuals interested in careers in the food-service industry. Participants learn basic food-service skills and help Teaching Kitchen staff prepare the meals delivered to sick clients each day. Participants utilize Community Servings' state-of-the-art industrial kitchen, and the curriculum covers all facets of working in a professional kitchen. Participants also prepare for and take the ServSafe examination.

INTRODUCTION TO CULINARY ARTS
at NECAT | 16 Weeks (2 consecutive 8-Week sessions)

NECAT offers training, support and employment services to prepare adults to secure and retain a variety of jobs in the growing food services industry. The curriculum includes an overview of the industry, sanitation and food safety, taking the ServSafe exam, nutritional studies, kitchen mathematics, knife skills and food preparation. In addition, essential soft skills training will be provided to prepare participants for the workforce.



Hotel/Hospitality

AT YOUR SERVICE at Community Work Services | 8 Weeks

This training program focuses on preparing participants for careers in the hotel and hospitality industry, one of the fastest growing job fields in Boston. Using the curriculum derived from the American Hotel & Lodging Association, the program includes a combination of lecture based and online training covering customer service and concierge, food and beverage, and housekeeping. Participants attend bi-weekly hotel tours and meet with management and staff to gain a greater understanding of the industry.



HVAC & Refrigeration

HVAC AND REFRIGERATION at Benjamin Franklin Institute of Technology | 17 Weeks

This program was specifically created for ATR participants to receive the 2,000 credit hours needed to obtain a Massachusetts Refrigeration and Technician license. Participants will also earn key certifications including Universal EPA, Osha 10 Hour Safety, R410A High-Pressure Refrigerant, Motor Vehicle AC Systems, Nora Bronze Oil Burner, plus a few optional certifications such as Preventative Maintenance Technician, and Indoor Air Quality.



Office Work

COMPUTERIZED OFFICE SKILLS at YMCA Training, Inc. | 20 Weeks

Working in a business environment, participants gain office and computer skills that prepare them to thrive in skilled employment. Participants choose a specialization in either administrative/customer service support, financial services and insurance, health care administrative support, or human services. Experienced professionals help with resume building, cover letter preparation, and interview skills as well as help navigating online job search sites. Volunteer employers conduct mock interviews for all participants.



Personal Training

AMERICAN ACADEMY OF PERSONAL TRAINING | 12 Weeks

Participants receive an education in the fundamentals of personal training through a combination of classroom and practical instruction. Components of the curriculum include basic anatomy, introduction to the systems of the body, biomechanics, program design, and nutrition. Participants learn how to structure and build their personal training business and gain exposure to the various employers in the Boston-area who hire graduates of their program through regular "career expos".

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