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Social Services | Public Health | Mental Health

news release

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The Job Market and College of the Redwoods team up for free workplace classes

The Job Market is offering several new adult education courses through the location's College of the Redwoods (CR) Learning Lab this fall. The classes are free and created to help job seekers and current employees improve workplace skills.

Additionally, employers will be able to send workers needing more training in computers, customer service, conflict and time management and more. The courses were designed to meet many of the workplace skills employers report they want to see in new employees.

These are not credit classes, and some are intended to allow people to shore up skills by popping in for part, or the entirety of a course. They were created to work around people's schedules.

The Job Market/CR's first class—Getting Started with Computers—begins Monday, Aug. 28, from 9 a.m. to noon. It's designed to get workers up to speed on computer usage, file navigation and software including Microsoft Word, Excel and PowerPoint. Students will work at their own pace and start at their own level with the opportunity to proceed to advanced levels.

Career and College Foundations also starts Monday, Aug. 28, and runs from 1 to 4 p.m. The focus is on study skills, test-taking strategies, work readiness and exploration of career and educational pathways.

Customer Service, Communication in the Workplace, Conflict Management, and Decision Making/Problem Solving classes begin in September with more classes throughout the rest of the year.

The CR Learning Lab is located inside The Job Market at 409 K St., Eureka. Employers and prospective students can view a full schedule of courses at <http://www.thejobmarket.org/calendar>. Attendees are required to fill out a

short application. For more information, call 707-441-5627 or 800-242-1353,
or visit www.thejobmarket.org.

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