

RECOMMENDATIONS FOR SKILL SET BUILDING SERVICES

COMMUNITY ACTION PROGRAM GY2019-2022

#	Training Service Category	Specifications
1.	ESOL (English as a Second Language)	<ul style="list-style-type: none"> • Conduct admission test to place participant in appropriate level • TOEFL Exam preparation preferred • ESOL training: basic, intermediate and advanced
2.	GED	<ul style="list-style-type: none"> • GED preparation classes • GED test site • Contractor shall assist participant with application process and pay all fees
3.	Microsoft Office Suite/Computer Training	<ul style="list-style-type: none"> • Microsoft Office Suite Certification • Basis Computer Skills
4.	Job Readiness	<ul style="list-style-type: none"> • Career Readiness and Employability Skills Training • Resume Writing • Soft Skills Training • Interviewing Skills
5.	Life Skills	<ul style="list-style-type: none"> • Life Skills Training • Promote Personal and Social Development
6.	Financial Management	<ul style="list-style-type: none"> • Group and individual financial literacy counseling and workshops on: <ul style="list-style-type: none"> ➤ Banking ➤ Credit Worthiness ➤ Other topics related to financial literacy
7.	Budgeting Skills	<ul style="list-style-type: none"> • Budgeting • Practical Money Skills