

Make the choice for your future.

READY FOR A NEW JOB OR CAREER?

EMPLOYMENT READINESS

Are you ready to pursue and gain success in a new job and career? Employment Readiness is designed to provide students the knowledge and skills for successes in many kinds of workplace settings. Key topics include:

- Computer Literacy: Excel, Word, and PowerPoint, data and graphing.
- Cultural Competency: diversity and inclusion, unconscious bias, and cross-cultural communications.
- Professional Skills: listening skills, conflict management, meeting management, and project management.
- Job Search Skills: resume preparation, cover and thank you letters, interviewing skills.

This course which aligns with common industry expectations has 36 hours of instructor-led sessions as well as

Workforce Development Registration Form



Receipt of your registration information ensures a seat in the course(s) you select on a space available basis.

We will send you a receipt with the course location map and a (for student/visitor parking only) by email.

Last Name _____ First Name _____

Address _____

City _____ Zip _____

Home Phone: () _____ *Cell Phone: () _____

*Birthdate: mm/dd/yyyy ____/____/____ I identify my gender as: _____

Have you ever taken any courses at NCC? Yes _____

HOW TO REGISTER FOR NON-CREDIT COURSES

EMAIL-IN

CWD@ncc.edu

MAIL-IN

Center for Workforce Development
One Education Drive
Garden City, NY 11530-6793

WALK-IN

356 East Road
(on NCC Campus)
