

# WorkCore

## Essential Skills For The Workplace

WorkCore is a program to help adults build the skills needed to function productively in today's workplace. The program format and content were designed by Greenwood County Adult Education, Upper Savannah Workforce Center, Greenwood Area Chamber of Commerce and Piedmont Technical College in conjunction with local human resource managers.

The subjects covered include:

- Interviewing Skills
- Communication and Teamwork
- Today's Workplace
- Safety Awareness
- Math in the Workplace
- Quality Awareness
- Computer Basics
- Handling Life Outside of Work
- Reading at Work
- Employment and Education Options

Participants must have perfect attendance and successfully complete every module to receive a WorkCore Certificate. Pre-tests are required.

Participants must pre-test at one of these locations:

- Southside Learning Center, 725 Marshall Road, 5:45 -9 p.m. on Tuesday, January 18<sup>th</sup> or 9 a.m.-noon on Thursday, January 20<sup>th</sup>.
- OneStop Annex Building, Monument Street, 9 a.m.-noon on Thursday, January 20<sup>th</sup>.

**Call Wanda Hill @ 941-8416 to sign up for the pre-test.**

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### Class Schedule

<b>Where:</b>	Piedmont Tech, Continuing Education Building Room 155-B
<b>Dates:</b>	January 24-February 11, 2005 (3 weeks)
<b>Time:</b>	Monday-Friday 8:30 a.m. – noon
<b>Cost:</b>	\$40.00

For additional information contact Wanda Hill at (864) 941-8416