



Work Ready Program

“Western Maine Community Action (WMCA)

at the Lewiston CareerCenter provided funding for individuals to participate in a new

Office Skills certificate program recently introduced by Lewiston Adult Education. WMCA and BES partnered with Lewiston Adult Education and Bonney Staffing Center in offering this certificate program with a customer service focus. Seven students completed the extensive program of essential skills in an office setting.

Other opportunities for training are available to income eligible candidates.”



Patti Saarinen

PROGRAM SITE COORDINATOR
WMCA – Lewiston CareerCenter

For more information call
207.753.9001



The Maine Department of Labor provides equal opportunity in employment and programs. Auxiliary aids and services are available to individuals with disabilities upon request.

Work Ready Certificate Program

STUDENT TESTIMONIALS



Roxana Torres

This course has been a tremendous influence in the way I look at the work place now. I came into this course with the thought that I would only be learning about basic computer skills, to my surprise there was more to it. I did not know that I would be learning about “work ready”, actually I did but I thought that it was going to be about customer service and which I thought that I already had a good understanding about. Work Ready was my favorite topic of the whole course because I learned about more than just customer service but being in the work place and treating coworkers equally. We also Learned how to cope with conflict and stress. I am so happy that I gained the knowledge of the social aspect of the work place because communication and interactions with others is very important to me. I also really enjoyed learning the basic computer skills needed in the office work place that would help me find a job in the field I want to work in. I am so happy I took this course and look forward to putting my new skills out there.



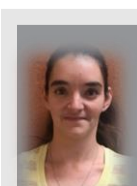
Martina Hardy

There have been numerous times while looking for a job, I would read the ads and say I cannot do it, the position requires so much more than I can do. My keyboarding skills are too slow, I am not proficient enough using word or excel, I would never be able to keep up with the work load. The company is asking too much of one person. As this class is coming to a close I have realized that I do have the skills to do the job, they just needed to be refined. With the typing drills and assignments that we have completed I now have the confidence in myself to know that yes I do have the skills needed to do what the ads are stating they need. The benefits of this class, regardless of how big or small something may seem to be, as much as possible praise a co-worker for doing a good job. Everyone deserves to know they are doing a good job, and it is a great confidence booster.



Deb Heroux

This class has changed me in the following ways: I have learned to handle stress and adversity, *by acting instead of reacting*. I have learned to compartmentalize, which is a new coping skill for me. As an extrovert I have learned to tone down my personality. I have benefited in the following ways: I have met six new friends, who I hope to remain in contact with I know that each person has my back and is cheering for me to succeed I have gained both academic and social skills that apply to life in general I have learned: Everybody has a story. Microsoft Office, Microsoft Excel Work Ready criteria and many other things. I feel truly blessed to have had this opportunity, it was so much more than I ever imagined. For the first go around it went pretty smooth, there were a few kinks, but great to know for next time. THANK YOU, THANK YOU, THANK YOU.



Dannielle Ingram

I am glad I took the courage to sign up for this class and stay with it. This class has changed me in ways including looking at myself better, learning new skills, improving older skills and much more. I believe these classes will open doors to a more successful job. This is the start in my goal to achieving my dream of being a veterinarian technician while sustaining an income. I have benefited from getting glasses and new clothing and shoes to better ways to handle situations and talk. I have learned my strengths and weaknesses and how to improve both. I have gained knowledge of interviewing preparedness. I have found friends or at the very least supporters to help improve all my skills. I have an awesome teacher who is patient and understanding; a teacher who helps you realize you are better than those negative thoughts and pushes you out of your comfort zone to achievement. I would have liked more Job Shadow time and more opportunity to shadow a job more in the field I wanted to get into. Although there is so much more I could say, this is longer than needed. Thank you for a wonderful opportunity that will forever change my life.



Carla Maddocks

After being out of the workforce for over three years and experiencing some failures in securing a position in the last year, I felt a bit defeated. My confidence level took a nose dive. This class has helped me regain confidence and assured me that I can obtain employment that will be satisfying and rewarding if I persevere. The skills that I have gained and the encouragement from you and my classmates have been key in boosting my self-awareness as well as my level of confidence.



Abdou Moussa

This is one of the most rewarding and fulfilling courses I have ever taken. It is literally the class where the more you put in, the more you get out of it. I was able to gain a lot in terms of work ethic, and the use of software. I improved my written and oral communications skills, as well as my ability to form good team dynamics. I also gained a broader knowledge in Microsoft software, Google mail, and Outlook. I learned about important considerations to be made in a workplace and Labor laws and regulations. Job Shadowing was an exciting moment where I met new people with different types of work. It was an opportunity to discover and learn. It is hard to believe that the class has already come to an end, but it has been very rewarding experience and I am glad that I chose to attend this class. I thoroughly enjoyed and appreciated how well-structured the class was, and I felt every lesson helped me grow and learn. I liked that the course, it seemed very well thought out and that Greg clearly puts a lot of effort and investment into this course. He also cares about my opinion.



Amy Michaud

This class has taught me a lot! I have a new found confidence that I didn't have before. As I fill out applications or when going into an interview, I will now feel confident providing my knowledge in Excel, Word and Office practicum. Greg has been an amazing teacher. The way this class was set up (thoroughly going thru each step) you learn the information, use the information and continue to touch on it during the whole program. There is no way you can walk out of this class feeling less than. I recommend this class to anyone who wants to go into office, administrative assistance or human resource work. I am happy to have had the chance to take this course.