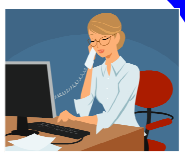
STRIVE
PREPARED TO WORK
DETERMINED TO SUCCEED

Health and Office Operations Training Program.

Starting on January 16, 2015



STRIVE'S Health and Office Operations Training Program prepares you to work within an office setting in clerical and administrative fields. As a high growth livable wage industry the demand for well trained individuals in office related jobs represents an opportunity for you to enter or re-enter a rewarding field of work. Our 12 week Health and Office Operations Training Program is comprehensive. We provide the opportunity and the skills needed to enter, succeed and advance within a high demand career track industry.

Introduction to Health Insurance

The Health part of the training will entail an introduction to the following courses:

CPR and First Aid class, Introduction to the healthcare industry, HIPPA-Health Insurance Portability and Accountability Act, Infection Control Procedures – Blood borne Pathogens.

The Office Operations part of the training will entail the following courses:

Customer Service for the Office Environment, MS Office Suite (Word, Excel, Outlook and Power Point) MOS certification testing on word and excel only. Data Entry, Typing & Receptionist Training

PROGRAM SCHEDULE

ACTIVITY	BEGINS	ENDS
Enrollment / Intake	Monday December 1, 2014	Wednesday January 14, 2015
* Group Orientation	Friday January 16, 2016	
CORE+ Job Readiness	Monday January 19, 2015	Friday February 13, 2015
Hard Skills	Monday February 16, 2015	Friday April 10, 2015
Job Placement Phase	Upon completion of the training	

PROGRAM ELIGIBILITY REQUIREMENTS

YOU MUST HAVE A HS DIPLOMA OR GED.

- Professional Attire required.
- TABE Literacy Test required of all participants. Minimum level required Math 9.0 / Reading 9.0
- Punctuality and full attendance required.
- Work eligible documentation required.
- Requires an 8:45 am to 5 pm, Monday through Friday commitment

STRIVE is an approved WEP / Public Assistance Vendor.
STRIVE is an Equal Opportunity Employer program and auxiliary aids and services are available upon request to individuals with disabilities.
TTY/TDD# 1(800) 662-1220
STRIVE / EAST HARLEM EMPLOYMENT SERVICES, INC.
240 East 123 Street / 3rd Floor / New York, NY 10035 *Call us (212) 360-1100*