



MEDIA CONTACTS

[Burke Brennan](#), Press Secretary
P: 404-371-6305 | M: 678-201-7209

[Shiera Campbell](#), Public Information Officer
P: 404-371-2823 | M: 404-599-6873

FOR IMMEDIATE RELEASE

June 1, 2016

DeKalb Workforce Development Offers Work Readiness Workshops

Decatur, Ga. – DeKalb Workforce Development (DWD) is offering Work Readiness Workshops for June 2016. The workshops are held at the DWD building located at **774 Jordan Lane, Building #4**, in **Decatur** and are offered free of charge.

The Work Readiness Workshops are designed to empower job seekers with essential work readiness skills needed to secure employment. Since the program's inception, more than 2,500 residents have attended DWD's Work Readiness Workshops.

"With the ever changing world of technology, these workshops give DeKalb residents an opportunity to brush up on skills they may not have used in a while and also helps those that may not be familiar with the latest technology," said Interim CEO May.

Below are scheduled times and days for the work readiness workshops for June 2016:

Resume Writing

Mondays, 10 a.m. – noon
Thursdays, 10 a.m. – noon

Personal Branding

Tuesdays, 10 a.m. – noon

Marketing

Wednesdays, 10 a.m. – noon

Job Search Branding

Wednesdays, 1– 3 p.m.
Thursdays, 10 a.m. – noon

Basic Computer

Mondays, 10 a.m. – noon
Tuesdays, 10 a.m. – noon

Word I and II

Wednesdays, 10 a.m. – noon

PowerPoint

Mondays, 10 a.m. – noon
Wednesdays, 10 a.m. – noon

Excel

Mondays, 10 a.m. – noon
Wednesdays, 10 a.m. – noon

###