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FOR IMMEDIATE RELEASE

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DeKalb Workforce Development Offers Work Readiness Workshops

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

“DeKalb residents can take advantage of these workshops to practice existing computers skills or to learn new ones in the ever-evolving world of technology,” said DeKalb Interim CEO Lee May.

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

<u>Resume Writing</u> Mondays, 10 a.m. – noon Thursdays, 10 a.m. – noon	<u>Basic Computer</u> Monday, Aug. 15, 10 a.m. – noon Tuesdays, 10 a.m. – noon
<u>Personal Branding</u> Tuesdays, 10 a.m. – noon	<u>Microsoft Word</u> Wednesday, Aug. 3, 10 a.m. – noon Wednesday, Aug. 24, 10 a.m. - noon
<u>Marketing</u> Wednesdays, 10 a.m. – noon	<u>PowerPoint</u> Wednesday, Aug. 10, 10 a.m. – noon Wednesday, Aug. 31, 10 a.m. – noon
<u>Job Search Branding</u> Wednesdays, 1 – 3 p.m. Thursdays, 10 a.m. – noon	<u>Excel</u> Wednesday, Aug. 17, 10 a.m. - noon

(more)

(Work Readiness Workshops, cont.)

For more information about DeKalb Workforce Development, including upcoming job fairs, go to www.dekalbworkforce.org or call 404-687-3400.

DeKalb Workforce Development is an EEO/M/F/D/V employer/program. Auxiliary aids/services are available upon request to individuals with disabilities. The hearing impaired may call 1-800-255-0135 for assistance. DWD is 100 percent federally funded by the U.S. Department of Labor and is partner of the American Job Center Network.

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