



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

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DeKalb Workforce Development Offers Work Readiness Workshops

Decatur, Ga. – DeKalb County Interim CEO Lee May announces the May 2016 schedule for DeKalb Workforce Development’s (DWD) Work Readiness Workshops. 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. Workshop training topics include *Resume Writing, Job Search Branding, Personal Branding* and *Marketing*. Since the program’s inception, more than 2,000 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 May 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

Wednesday, 1. – 3 p.m.
Thursdays, 1. - 3p.m.

Basic Computer

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

Word I and II

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

PowerPoint

Wednesdays, 10 a.m. – noon

Excel

Wednesdays, 10 a.m. – noon

(more)

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