

End your work
frustration!

Get the job you
always wanted.

Stand out from the
competition.

Be the one to
survive layoffs.

Learn how to earn
promotions.

Earn guaranteed job
interviews from
local companies:

Ace Distribution Center
Ballston Spa National Bank
Espey Manufacturing and
Electronics Corporation
Finch Paper LLC
GL&V

McDonald's of the Capital Dist.
Saratoga Bridges
Saratoga Hospital
Stewart's

(For open positions when
candidates meet
minimum requirements)

Clifton Park-Halfmoon Public Library
475 Moe Road
Clifton Park, NY 12065
(518) 371-8622
www.cphlibrary.org

Southern Adirondack Library System
22 Whitney Place
Saratoga Springs, NY 12801

WSWHE BOCES
Adult Education
11 South St., Suite 105
Glens Falls, NY 12801

NWRC training is provided in the Saratoga-Warren-Washington (SWW) region through collaborative efforts of the SWW Workforce Investment Board area in conjunction with the One-Stop Career Centers, the Southern Adirondack Library System and the WSWHE BOCES.

This course is supported by funds from the New York State Library's Adult Literacy Library Services grant program.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646) 428-3843, email: OCR.NewYork@ed.gov

Looking for a

**BETTER
JOB?**

Join Clifton
Park-
Halfmoon
Library's
Work
Ready
Class this
November!

Work Ready!

This two-day course is available for **free** to help you get and keep good-paying jobs.

Class Details:

Thursday, November 13, 2014

9:30 AM—3:30 PM

Thursday, November 20, 2014

9:30 AM—3:30 PM

(Must attend both days)

At the Clifton Park-Halfmoon Public Library, training rooms C—D.

Open to individuals age 18 and older.

Individuals must pass a short test in reading and math in order to attend the class.

Class will involve some homework.

Please contact Clifton-Park-Halfmoon Public Library at (518)371-8622 to get started! (10 student limit)

Sample of Class Topics:

Conflict Resolution

Stress Management

Time Management

Communication Skills

Workplace Culture

Financial Management

Professionalism

Dressing for Success

Job Site Reading and Writing

NWRC Test Preparation

- - - The class is free! - - -

The National Workforce Readiness Credential

The NWRC is a certification that can be earned by taking an exam. The exam measures important skills for employees. When prospective employees earn this credential, they can bring it to job interviews as evidence of great skills in:

- Listening actively
- Solving problems and making decisions
- Cooperating with others
- Resolving conflicts and negotiating
- Observing critically
- Taking responsibility for learning
- Reading with understanding
- Using math to solve problems.

Participants in this library course will be able to take the exam for free (a \$78 value—individually scheduled at the end of the program).