

Youth & Teen Success Series



**Summer Hire and Hired!
Professional Development Training
2010**

Call ACS for info & to sign-up: 354-6933 or 09721-96-6933



"Money Matters"

Friday, 25 June 2010, 0900-1000
ACS, Bldg. 242, Ledward Barracks



With more money to spend and more opportunities to spend it, you can easily make some poor decisions. So before your money burns a hole in your pocket, come develop skills and confidence to successfully manage your money by learning a few financial tips about saving, spending, budgeting, and investing money in the real world.



"Teens Career & Interest Assessment Workshop"

Friday, 9 July 2010, 0900-1130
ACS, Bldg. 242, Ledward Barracks

Come out and discover your career potential! This workshop can help you discover a path to success. The assessment tests are self-administered, self-scored, and easy to understand. It is a fast and informative way to explore your interests, values, and abilities.



"Computer Training"

0900-1130
Computer Lab
Bldg. 206, Ledward Barracks

PC Maintenance: Monday 12 July 2010

Ever wondered how a computer works? This is your chance to explore and learn how to perform basic computer maintenance.

MS Excel: Tuesday, 13 July 2010

Learn how to use Microsoft Excel to create spreadsheets, formulas, and data calculations.

MS PowerPoint: Wednesday, 14 July 2010

Learn how to use the extended 2007 features to create transitions and animations for an exciting and professional looking presentation.

MS Word: Thursday, 15 July 2010

Come and learn about MS Word. Spend time exploring new and exciting features to create professional looking documents.

"Volunteering! A Bridge to Success "

Friday, 23 July 2010, 0900-1000
ACS, Bldg. 242, Ledward Barracks



Want to learn how to solve problems, improve lives, and connect to others? Come and learn about the importance of volunteerism and why people choose to volunteer. Also, you will explore the benefits of Volunteering for both the volunteer and the community organizations.



"Resume Workshop"

Friday, 30 July 2010, 0900-1130
Computer Lab
Bldg. 206, Ledward Barracks

Now that you have launched your career as a "Summer Hire," you'll be ready for greater employment opportunities. Come learn what you can do to create a successful resume to ensure that employers put you at the top of their call-back list.



For more information or
to sign-up call ACS at
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Don't forget to visit the ACS webpage for more of our
flyers, booklets, and much more!

Click-on the ACS Logo at:
www.TeamSchweinfurt.com
