

It is WorkOne's promise to give every customer an opportunity to assess, grow and develop their skills, and then find the best job that matches those skills. In an effort to meet this commitment, MindLeaders Personal Learning Service and e-Learning courses are now available. These **FREE** courses are offered through the Internet from your home, office or anywhere you can be connected to the Internet. Wide assortments of courses are available in a number of areas including Microsoft Office, Business Communication and Development, Leadership. MIS/IT ... over 170 course titles are accessible.

- What challenges do you face today?
- Do you need to keep up with current technology?
- Want to improve your business skills? Don't have a lot to spend on training?
- Would you get a promotion if you were a certified Microsoft Office User Specialist (MOUS)?
- Do you want to learn Flash or other advanced Internet design software?
- Did your boss tell you in a recent evaluation that a course in leadership is your next step "up the ladder?"
- Wish you knew more about the Microsoft Office suite of products?

From balancing work and family to project management, and from using a PC to networking in an enterprise environment, the WorkOne MindLeaders e-Learning courses support personal and professional development for virtually anyone.

- e-Learning courses are ready when you are -- 24 hours a day, 7 days a week.
- You control the pace. Take courses quickly or complete them over time.
- Focus on the training you need. Skip what you already know or don't need, or take courses repeatedly. It's your choice.
- Pursue a professional certification, learn skills needed for a project or career advancement, or simply take courses for personal satisfaction.
- Bookmarking automatically tracks your progress in a course. The next time you access the course, you will automatically return to the same location. You don't have to remember where you stopped or how to get back.
- Flash-based, multiple-step simulations show how applications really work. Procedural simulations include hints and step-by-step instructions to provide an interactive, structured walkthrough.
- Business Skills Videos offer scenario-based streaming video instruction that builds your core business competencies.

This resource is only available to clients who visit our WorkOne offices for the purpose of applying for services. There are several steps involved:

1. Need to fill out an application.
2. Answer 10 demographic questions.
3. Take a 12-question quick assessment test based on KeyTrain skills.
4. Talk to a member of either the Skills or Careers team to plan your next steps.

To register for **FREE** MindLeaders e-Learning Personal Learning course, please stop by your nearest WorkOne Center. You will need to have a picture I.D. and verification of your social security number with you at the time of your initial visit.