



- Would you like FREE Computer Training?
 - Do you need assistance getting a job?
- Do you have your High School Diploma or GED and would like to get career training?
- If you don't have your GED would you like help getting it?
 - Are you between the ages of 18-21?
 - **If you answered yes please call Elizabeth at 716-278-8582**

Financial guidelines apply. Equal Opportunity Employer Auxiliary Aids and Services Available



**If you are between the ages of 18-21
And out-of-school Contact: Elizabeth Kash**
Trott Building 1001 Eleventh Street
Niagara Falls, NY 14301
(716) 278-8582
Elizabeth.Kash@niagaracounty.com

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Niagara County Employment & Training will run the **Employment Skills Training Program for Youth** which serves out-of-school youth ages 18-21 who have some barrier to gainful employment. The program provides basic literacy and customer service training to meet the entry-level employment needs of prospective employers.

The goal is to give basic computer literacy and customer service skills to youth to enable them to obtain employment and succeed in the workplace. Instruction will include keyboarding, word/windows; customer service, phone skills, business communication; math and reading skills for the workplace as well as attitude, team building and problem solving. Upon successful completion the youth will receive a Nationally Recognized Credential in Customer Service.

In addition to computer training, a supervised, structured paid work experience is offered to those participants who lack work experience. Upon successful completion of the work experience participants will receive an Occupational Skills Certificate.

For further information
please contact Elizabeth Kash at 278-8582.