



The Laurie Mitchell Empowerment and Career Center (LMECC) is offering Employment Support plus Microsoft Office Outlook training classes for people who have dealt with trauma, mental health, and substance abuse challenges.

- *Participants will empower their job search, financial, community service, and work lives through our LMECC mutual Employment Support Club.*

Students will share their experience, strength, and hope and be a village helping each other get work. We will receive coaching in resume building, make multiple job applications, prepare for interviews, and get good jobs!

- *The course will feature the best of Microsoft Outlook*

Students will learn to communicate with Outlook, used in many businesses and government agencies, for calendars and e-mail.

Are you motivated and can you meet the following requirements?

- ***Are you willing to be employed in the next 2 months?***
- ***Do you have basic Microsoft Office Suite knowledge?***
- ***Can you type 25 wpm?***
- ***Have you experienced trauma, mental health, or substance abuse challenges?***
- ***Can you commit to a 3 week training session: *Microsoft Outlook*?***

New classes will meet on Wednesdays & Fridays from 10:00 am to 2:00 pm beginning **February 24, 2016.**

Space is limited so do not delay!

This is an Opportunity too good to pass up! **Call today to set up an assessment and interview.**

To apply please contact: Gauri Malaviya

Email: Gmalaviya@lmecc.org or Call: (703) 970-3608

Location: LMECC/ServiceSource, 6295 Edsall Road, Ste 260, Alexandria, VA 22312

Supported by funding from Fairfax County and Virginia Department of Behavioral Health and Development Services