

Weatherization Skills

Weatherization Skills	Job-site Math and Measurement Workplace Safety "Green" Building Design Energy Auditing Air Sealing Insulation Heating and Cooling Systems	72 hours
Computer Skills	Computer Fundamentals Internet and World Wide Web E-mail Introduction to Microsoft Word	12 hours
Job Readiness	Workshops Career Planning Resume/Cover Letter/Thank You Letter Job Search/Job Applications Online Employment Sources Dress for Success Mock Interviews	5 hours
	One-on-one Coaching Sessions	3 - 5 hours
	Self-directed Job-search Activities	20 - 40 hours
Financial Education	Budgeting and Spending Saving and Investing Credit Reports and Credit Repair Credit Cards Money Traps	5 hours

job-placement/
job-retention
services
are provided