

Get the Competitive Edge in the Maine Job Market with a Work- Ready 55+ Credential Developed Especially for You.

Endorsed by businesses, WorkReady™ 55+ is a statewide, portable credential that provides the skills employers are looking for.

WorkReady 55+ will teach you to:

- ◆ Develop cover letters, resumes and interview techniques
- ◆ Evaluate your skills, experience and workplace preferences
- ◆ Use current computer software
- ◆ Find out what employers expect
- ◆ Develop time management skills
- ◆ Develop a plan for employment or further training/education
- ◆ Communicate effectively in the multigenerational workplace
- ◆ Network with businesses
- ◆ Problem-solve more effectively

If you are 55 or older and ready to make a change in your work life, enroll in WorkReady 55+. There is no cost for participation.

Informational Meetings—

Monday, December 5, 1:00pm or
Wednesday, January 4, 3:00pm or
Monday, January 9, 9:00am

Participation Requirements—

Successful completion of a reading and math assessment, commitment to complete the entire program, and attendance at all classes.

Program Dates

Jan. 17– March 6,
Monday-Friday,
8:15-11:15am and
Monday/Wednesday
or Tuesday/Thursday,
11:30 am-2:15pm

LOCATION— Portland Adult Education, located at Riverton Elementary School, 1600 Forest Avenue, Portland, ME 04103.

This project was funded in part by a grant awarded to Coastal Counties Workforce, Inc. under the President's High Growth Job Training Grants, as Implemented by the U.S. Department of Labor's Employment & Training Administration.

**To reserve your seat or for more
information, call 775-0432.**



This WorkReady program is offered by Portland Adult Education in collaboration with the Portland Career Center, Goodwill Industries, Department of Labor, Coastal Counties Workforce, Inc., Department of Health and Human Services, State Department of Education and local business partners.