

Sanctuary's Career Readiness Training Program (CRTP)

February 26, 2024 – June 27, 2024

Sanctuary's Career Readiness Training Program is comprised of the Career Readiness Workshop (CRW), the Office Operations Workshop (OOW), occupational training.

The **CRW** incorporates college-level **professional development** and **job readiness concepts**, as a precursor to the **OOW**. The CRW's effectiveness lies in its assertion that understanding the logic and complexity of attaining entry into the living-wage economy, especially in NYC, is a challenge that can only be overcome by acquiring a set of "qualifiers" in the form of *work experience, skills, and education*.

The **OOW** provides skills building training in information technology, literacy, and professional development to help clients obtain living wage employment by meeting New York City's demand for service sector, office, clerical, and office operations workers.

We offer comprehensive programming and robust services for individuals who qualify.

Attendance is required for all live virtual (via Zoom) sessions.

PHASE I – CAREER READINESS WORKSHOP (CRW) (VIA ZOOM)

ORIENTATION DATE: February 26, 2024

CLASS DATES: February 26 - March 8, 2024

MODULE	DATE	SESSION #
Career Development & Planning	February 27, 28, 29	1 - 3
The Psychology of Hiring	March 1 & 4	4- 5
The Resume	March 5	6
The Cover Letter	March 6	7
The Interview	March 7	8
Certificate Ceremony	March 8	9

PHASE II – OFFICE OPERATIONS WORKSHOP (OOW) (VIA ZOOM)

CLASS DATES: March 11, 2024- June 27, 2024

MODULE		
Microsoft Office Certifications	Interview Prep	Math
Google Suite	Job Search	Literature
Typing	Resumes	Civic Engagement

Clients who complete phases I and II, and meet qualifying outcomes, will move on to:

PHASE III – OCCUPATIONAL TRAINING

PHASE IV – INTERNSHIP

- Participants **must attend all sessions** to complete the workshop.
- Participants ***should do their best*** to dress professionally.

Please contact Sarah Hayes if you have any questions or concerns: shayes@sffny.org