

Not For Profit Career Re-Set

Prepare for **Success** In **Today's** Work Place
at TCP Learning

Find the skills you need to land a
Good Job with a Solid Future!



Take 45 days to Re-Set Your Career!



Career Re-Set is designed for anyone entering the job market for the first time or **returning to the workforce after an extended absence.**

Career Re-Set is designed to make you more employable in 45 days by providing **demonstrable skills** and a positive, winning attitude that employers want.

***Career Re-Set* covers key areas necessary for job placement and successful performance:**

1. Computer Skills for the Office
2. Essential High Performance Skills
3. Skills for Advanced Performance
4. Personal Marketing
5. Employability Know-How
6. On-Line Career Center Skills and nine months of Career Center access

Not-for-profit participants will experience a special overlay that works through the different mind-set, requirements and situations that non-profit employees face every day.

A mentor will be assigned who has significant experience in the area.

Career Re-Set spends a full **five days working on employability skills and personal marketing.**

And we have an **on-line career center** where employers view a "speed interview" video and other credentials.



PLUS...PLUS...PLUS:

All class at TCP Learning include up to 60 hours of free use of our Learning Space, computer equipment, and internet access.

**Call TCP Learning today - classes begin on the first Tuesday of each month
(401)232-9060 ext 14 or e-mail Classes@TCPLearning.com
or visit our Learning Website at www.KnowledgeAbleSolutions.com**

Comparison of TCP Course Offerings - 2011-2012

Modules	Career Re-Set	NFP Career Re-Set	Excelling in Retail Sales	Direct Sales Success	Help Desk 1	Help Desk 2	IT Manager
Mouse	○	○	○				
Computing Fund; Key Apps, On Line	○	○	○	○	○	○	○
IC3 Certification	○	○	○	○	○	○	○
Red Cross CPR/AED Class & Cert			○				
NRF Cust Serv Ess. Class & Cert			○	○			
NRF Selling Essentials Class & Cert			○	○			
Intro to Selling and Service			○				
Loss Prevention Training Suite			○				
Intro to Credit Card Security			○				
Basic and Adv. Compet. Sales inc STI Cert				○			
HDI Cust. Serv. Rep Class & Cert					○		
HDI - Team Leader Class and Cert						○	
Becoming an IT Manager GK Cert							○
A+ Blended Class and CompTIA Cert					○		
Essential High Performance Skills	○	○	○	○	○	○	○
DISC - Classic Profile	○	○	○	○	○	○	○
Skills for Advanced Performance	○	○	○	○	○	○	○
Personal Marketing	○	○	○	○	○	○	○
Employability Know-How	○	○	○	○	○	○	○
On-Line Career Network Skills	○	○	○	○	○	○	○
9 months access to Career Network	○	○	○	○	○	○	○
10 days Access to Study Space	○	○	○	○	○	○	○
Cost including 10 days of study space	\$3,650	\$3,650	\$4,395	\$4,395	\$5,500	\$3,915	\$5,095

indicates national certificates earned
 indicates TCP Learning certificates earned

For more information
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Not For Profit Career Re-Set TCP Learning Calendar for 2011-12

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1		Mouse and Computer Skills for the Office Overview (9-4)	Computer Skills for the Office Kick-off (9 - 12) ----- (+30 days)Computer Skills Wrap-up (1 - 4)	Introduction to the TCP Career Network (1 - 2) ----- Using the TCP Career Network (2 - 4)	
Week 2	Computer Skills for the Office - Self-Study at TCP Learning or other location	Computer Skills for the Office - Self-Study at TCP Learning or other location	Computer Skills for the Office - Self-Study at TCP Learning or other location	Computer Skills for the Office - Self-Study at TCP Learning or other location	Computer Skills for the Office - Self-Study at TCP Learning or other location
Week 3	Essential High Performance Skills Day 1 of 2 (9 - 4)	Essential High Performance Skills Day 2 of 2 (9 - 4)	Personal Marketing Day 1 of 1 (9 - 4)	Introduction to the TCP Career Network (1 - 2) ----- Using the TCP Career Network (2 - 4)	Skills for Advanced Performance Day 1 of 1 (9 - 4) NFP Seminar (4 - 6)
Week 4	Computer Skills for the Office - Self-Study at TCP Learning or other location	Employability Know-How Day 1 of 3 (9 - 4)	Employability Know-How Day 2 of 3 (9 - 4)	Employability Know-How Day 3 of 3 (9 - 4)	Computer Skills for the Office - Self-Study at TCP Learning or other location

Classes begin on first Wednesday and continue as shown. July 6; August 3; September 7; October 5; November 2; December 7; January 4; February 1; March 7; April 4; May 2; June 6