

The Curriculum

Although each trainee represents a unique set of aptitudes and strengths, each will receive the following hours of training and donate a minimum of 2 hours each week of his/her own time for study labs on site:

Medical Terminology/Medical Office Procedures (taught by NVCC/MEC)	45 hours
MS Office Suite 2003/Windows XP Outlook/Internet Explorer	125 hours
Production Keyboarding	70 hours
Business Math	30 hours
Calculator/Medical Billing	30 hours
Business English/Toastmasters	45 hours
Customer Service/Telephone Reception	40 hours
Alpha-Numeric-Government Filing	20 hours
Human Relations	15 hours
Professional Internship	75 hours
Professional Development Workshops: (HIPAA Confidentiality, Stress/Time Management, Conflict Resolution, Professional Communications, Myers-Briggs Type Indicator, Work Ethics, Goal Setting, Diversity, & Dress for Success)	30 hours

Total Core Training 525 hours

Contact Us

If you want to reach me about

- Posting a Job Order
- Matching Resumes to Job Openings
- Hosting an Internship
- Participating in a Job Fair
- Scheduling a Site Visit
- Other Topics or Questions

call me at **(703) 448-1630**

email me at smead@nvfs.org

You may also see the resumes of graduates currently seeking employment by visiting http://www.nvfs.org/trainingfutures_resumes/

**Suzy Mead
Donna Kris
Job Developers**

Training Futures

8251 Greensboro Drive, Suite B-140
McLean, VA 22102
(703) 448-1630

a program of



Training Futures



Training Futures is a 25-week clerical job training and placement program that enables unemployed and underemployed people to develop the skills they need to succeed in office employment.

Due to a unique partnership with Northern Virginia Community College, trainees receive up to 17 college credits for their **office technology training** and **healthcare office training**.

Since its launch in September 1996, Training Futures has had a stunning record of success:
--90%+ of those enrolled graduate
--90%+ of those graduates find good jobs with benefits

Internships

3 weeks of volunteer office assistance 9 a.m. – 2 p.m.

May 27 – June 13, 2008

Motivated, competent interns, fully trained to perform in business and health care settings, available at no cost, carefully matched to meet your office needs!

Training Futures' reputation as a source of qualified and competent clerical workers is spreading among Northern Virginia employers.

This program is a win-win for everyone! The Internship provider receives a no cost, no strings, trial period for a potential employee; the intern receives valuable work experience, an orientation to your company, and verbal and written references from the provider.

Call (703) 448-1630 to receive your information packet!

Our Program Benefits Your Business

- No referral fee for qualified candidates
- Candidates screened to meet job requirements
- Responsive curriculum that addresses ever-changing job market
- Qualified interns available
- Targeted tax credit

Our Trainees Contribute to Your Business

- Multi-lingual trainees enhance diversity and communication
- Trainees with college degrees contribute learning and achievement
- Productive entry-level employees motivated to learn and grow
- Trainees with previous office and professional jobs bring experience
- Trainees experienced in multi-cultural environment
- Graduates exceed retention norm

To see Channel 9's Spot on Training Futures:

http://www.wusa9.com/life/people/jc_friends/jc_article.aspx?storyid=56576

Volunteer Opportunities

___Site Visits **Ongoing**
Observe the office simulation-training program and meet the staff and trainees.

___In-Kind Donations **Ongoing**
Donations of office supplies, equipment and professional clothing are tax-deductible. Donation forms available.

___Computer Lab Tutoring **Anytime**
Provide ongoing one-on-one assistance in computer skills.

___Internships, May 27 – June 13 **9:00 – 2:00**
Local businesses and agencies provide three weeks of clerical placements for trainees at no cost to provider.

___Practice Interviews, June 26 & 27 **12:00 – 2:00**
Two hours of 10-minute interviews and feedback conducted by local personnel representatives and volunteers.

___Job Fairs, July 1 & 9 **9:30 – 12:00**
No fee for employers! Provide company materials and collect resumes.

___Job Search/Mentoring
One-on-one support for a trainee during his or her job search.

___Business Lunch, July 17
Join our business supporters to network and honor our graduates' achievements.

Training Futures 25-Week Curriculum

Family Service

Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25										
Level	Skill Building								Skill Intensification								Skill Expansion in Business Setting			Skill Marketing															
Business Communications	Business English								Reading Comprehension, Writing and Listening Skills								I N T E R N S I P	Resume And Interview Preparation ———— Job Success Pyramid ———— Tailored Individual Projects ———— Keyboarding and 10-key Speed and Accuracy Review					Job Fairs ———— Structured And Supported Job Search Techniques ———— Skill Drills J O B S E A R C H												
	Toastmasters																																		
Keyboarding	Keyboard Accuracy And Production Skills						Proofreading, Editing And Business Formats																												
Office Procedures	Professional Telephone Skills Customer Service				Records Management Alpha/Numeric Filing				Human Relations Skills																										
Business Calculations	10-key Calculator Keypad and Business Applications						Review of Business Math Procedures																												
Medical Office Skills	Medical Terminology, HIPAA confidentiality, Intro to Insurance, Billing and Coding.																																		
Professional Development	Special Workshops and Presentations on Stress/Time Management, Business Ethics, Myers Briggs, Teamwork , Giving and Receiving Feedback, Office Politics, and Employer Expectations																																		
Computer Applications	Microsoft 2007 (Word, Excel, PowerPoint, Outlook, Access) Internet (E-mail, Web)																																		



Training Futures Self-Referral Form

Training Futures is a 25-week computer/clerical skills training and placement program of Northern Virginia Family Service. Over 90% of all Training Futures graduates are placed in good office jobs with benefits paying an average of \$12.50 per hour! We are pleased to announce that up to 17 NVCC credit hours will now be awarded upon successful completion of Training Futures AND we have a Medical Terminology course. Please fill out the following section with your referral.

_____ is/has: (please check boxes below)
Name of applicant (please print)

- U.S. resident for at least one year, committed to and capable of excellent attendance 9:00 a.m. to 2:00 p.m., Monday through Friday, for the entire cycle (one absence maximum per month);
- Committed to taking a full-time job at the end of the program cycle;
- Over age 20 with a minimum of a 6th grade test level in basic English and Math. Must have high school diploma or GED.
- Reliable child care plus back-up child care identified (if appropriate);
- Able to add a 27 hours a week commitment onto their work schedule and family needs;
- Aptitude for and interest in computer/clerical work with an ability to sit and concentrate for long periods of time;
- Ready to comply with professional etiquette, dress code (we have a clothing bank), corporate setting and frequent business presenters;
- Free from substance abuse for one year and attending NA/AA meetings if appropriate;
- Willing and able to use public transportation if they have no car;
- Permanent residency _____ asylee _____ citizenship _____ work permit _____ (work permit will not qualify for NOVA credits.)
- A resident of Virginia. (A minimum of one year Virginia residency is required to be eligible for credits from Northern Virginia Community College.)
- Low income, by government guidelines (two most recent household pay stubs);
- Committed to the full 25-week of the program, e.g. would not drop out if a full time job was offered;
- Able to pay a \$310 book fee;
- A current hourly wage (or wage when last employed) of \$ _____ per hour

I certify that the above information is correct to the best of my knowledge:

Name	Phone Number	Date
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Address (Street, City, State, Zip)

Note: Only those people who can meet the above-mentioned requirements are eligible for the Training Futures Intake process. Intake lasts from **8:45 a.m. to 2:00 p.m.** and involves a two-hour math/English TABE test, Program Orientation, completion of an application form, and a personal interview. **Referral forms and attachments should be mailed or faxed to our office:**

Training Futures
 8251 Greensboro Drive, Lower Level Suite B-140
 McLean, VA 22102
 Office (703) 448-1630
 Fax (703) 448-1634
 Dawn Boykins, Intake Coordinator
dboykins@nvfs.org

GRADUATION SPEECH

Goitom Ghebrezghiher
Training Futures, Cycle XI
May 30, 2007

Good afternoon, thank you to **Our Graduation Sponsor, Gannett/USA**, and distinguished guests, trainers, volunteers, and fellow trainees. It is a great honor to be here today and to speak to you. My name is Goitom Ghebrezghiher.

I was raised in Ethiopia and after my graduation, I became an Air Traffic Controller and at the same time, a volunteer First Aid provider. In my career I got four promotions and became the Chief Air Traffic controller. I founded the Air Traffic Controllers Association for my country.

But in April 2005, because of political issues, I lost my job, my status and all my friends. I was forced to move to the USA. I was confused; I did not know where to go, or what to do. I became an island. I tried to find a way, but there was no one to respond to me.

My three children and my lovely wife knew nothing, only to depend on me. This made me more worried. The responsibility forced me to find some solution and I chose to make my family happy from my pretended happiness. I tried my best, but inside my body felt burning pain with dark futility. When I understood the money from my security officer job, I had to tell my spouse to make new arrangements, that is to eat only once in a day. The time we selected was 1:00 p.m. to be our breakfast, lunch, and dinner.

To keep our children busy, we arranged family sessions for every day: play time, telling story reading, dancing and watching TV and videos. Finally, I was about to declare homelessness with my family, but when I went to an old friend and told him my problem, he became concerned and rented an apartment in his name.

Whenever I tried to get a job I couldn't, because I was not prepared for job in the USA. I didn't even know how American businesses operate. I knocked on so many doors to get a job, but at each and every office after an interview, I was a failure. After trying so many times, I finally got a minimum wage job.

Lucky me: I heard about Training Futures from my friend. I worked at night and after sleeping 3 to 4 hours, I went to Training Futures. I have learned **clerical** skills in an **office setting** focusing on **professional standards** and **work requirements**. I've learned computer skills using **Microsoft 2003**, and **Windows XP**, and not only this but also **keyboarding, customer service, telephone courtesy, filing, and calculator operations**.

We received instruction in **Medical Terminology/coding/billing and HIPAA** (Confidentiality Instruction) and different workshops like **leadership skills, stress and time management**, and **Myers-Briggs**. And through these I became part of NOVA student and earned college **credits**.

During my internship at INOVA Fairfax Hospital, I had the opportunity to use my new skills. By working on Excel, Word, spreadsheets, filing and their phone system, I showed that I already had mastered many skills.

Thank you, Training Futures. You have helped me recover my self-confidence, improve my office skills and believe in my potential once and forever.

And, my fellow Graduates, thanks to **Training Futures**, we have the key, the **key for our success**. We are ready and prepared.

God bless the United State of America and us all!