



PROGRAM CONTACT:

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LEARN TO BE A REMOTE WORKER

Training Offered through OPERATION ABLE

Learn how to set up a home office and gain the computer skills needed to work remotely.

**IF YOU ARE AGE 55 OR OLDER, UNEMPLOYED,
AND LIVE IN MASSACHUSETTS:**



*You may be eligible for an innovative, new,
and free skills training program.*

INSTRUCTOR-LED training will be offered in a virtual classroom environment through video conferencing.

THIS 20-WEEK VIRTUAL SKILLS TRAINING OFFERS:

- **Information, resources, and guidance** in setting up an effective, comfortable, and secure home office;
- **Intensive computer skills instruction** with an emphasis on Microsoft Office applications;
- **Choice of subject-matter training** in Customer Service, Accounting, or Medical Office Administration;
- Intensive group and individual **Job Search Instruction**;
- Opportunity to be part of a **small group** within a class cycle with **peer support**;
- **Personal Case Management** and support services;
- **Access to technology**, Wi-Fi, and technical support;
- Assistance in guiding you to **training-related employment**.

**APPLICATIONS ACCEPTED ON A
ROLLING BASIS**

Three Class Cycles:

**FIRST CYCLE BEGINS
September 13, 2021**

2nd and 3rd CLASS CYCLES to begin Winter and Spring

Operation ABLE, 174 Portland
St., 5th FL, Boston MA 02114
Near North Station & TD Garden

Contact: Mark Gyurina, Chief Program Officer,
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