

JOBS FOR THE FUTURE

A job in administration can provide the ultimate in career versatility. That's because administrative assistants are needed in almost every industry, and the skills you may have gained in one job often are transferable to another job if you're on an administrative career path.



Better skills. Better jobs. Better lives.



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The Corporate Edge Curriculum

Onsite Workshops

Technology, keyboarding and job search skills workshops. One-to-one and small group tutoring sessions.



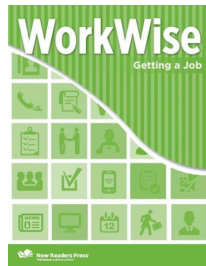
Virtual Workshops

Live instructor-led Zoom workshops that fit your schedule.



WorkWise Workbooks

Independent learning activities that are self-paced and provide lessons based on actual work tasks and situations.



THE CORPORATE EDGE

Administrative and Technology

The Corporate Edge is a 12-week skills training program that blends in-person classes and remote workshops with self-paced independent learning activities that will prepare participants for entry-level administrative positions in a variety of industries, such as, business, banking, and healthcare.

Attending classes at TBICO, participating in virtual workshops, and working independently, participants are able to develop the skills and competencies required by better-paying positions. A unique aspect of The Corporate Edge is the curriculum's design which was designed in a way that navigating it would help participants develop time management skills and facilitate stronger critical thinking and problem solving capabilities.

Instructor-led classes meet on Monday and Wednesday mornings and the virtual workshops are scheduled on Tuesdays and Thursdays. Tutoring and digital literacy proctoring sessions are scheduled as needed and as appropriate. Participants work on their own to complete their workbook assignments. Successful program graduates are offered resume, interviewing, and job search and placement assistance as well as on-going job retention supports to facilitate career stability and upward mobility.

In addition to the Corporate Edge Certification, program graduates will earn **Northstar Digital Literacy Certifications** that can be added to a resume and use as credentials on a job application to demonstrate digital competency in the basic tools of the workplace.

