

Leadership

Instructor: Sandy Bykowski

JARC will cover several areas of Supervisor Basics, including:

- Delegating & Motivating Employees
- Performance Management
- Designing Conducting Performance Appraisals
- HR Compliance (Diversity, Harassment)



Dates: TBA- summer classes in formation

Days & Times: Tue-Thu 3:00pm - 5:00pm

Hours: 20

Tuition = \$800

**Financial Aid may be Available for Qualified Employers*

Computer Skills

Instructor: Neha Chitnavis

Introduction to PCs

Dates: July 11 – Aug 10

Days & Times: Mon - Wed 10:00am - 12:00pm

Hours: 20

Tuition = \$600*



JARC offers training in multiple levels in the entire MS Office Suite of products, including:

- Basic PC Skills
- Word
- Excel
- PowerPoint
- Quickbooks

We are a CertiPort testing center and can proctor Microsoft Office Specialist exams at no fee to trainees. Exam voucher must be purchased separately through CertiPort.

**Financial Aid is Available for Qualified Employers*

English as a Second Language

Instructor: Danielle Hammel

Teach employees vital communication skills to improve safety compliance, quality, inter-staff communication and boost morale.



Dates: TBA- summer classes in formation

Days & Times:

TBA-2 hour classes, 2 days/week

Hours: 40

Tuition = \$1000*

**Financial Aid is Available for Qualified Employers*

Classes are Held at: JARC's Main Office

4432 N. Ravenswood

Chicago IL 60640

To Register, contact Sandy Bykowski:

(773) 728-9769 (ext 20)

Customized training at your workplace is also available for all these courses!