Business Services and Operations Academy

6 week
Free Training

In demand skill training with potential to earn nationally recognized certifications
Includes career coaching and job placement assistance

- Essential work ready skills
- Innovative training techniques
- Nationally recognized curriculum
- Financial Literacy
- Business Simulation with real world experiences
- Guaranteed Interviews
- Employer partners ready to hire

June 12th - July 21st
Monday-Friday
8:30 -12:30

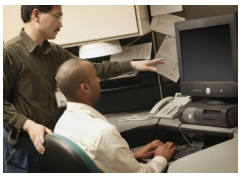
For more info contact
Soneeta
soneeta@centraliowaworks.org
515-243-2130

WELLS FARGO · Principal Financial Group · Nationwide · Bankers Trust · csb community state bank · Evelyn K. Davis Center FOR WORKING FAMILIES · CENTRAL IOWA WORKS

Business Services and Operations Academy

Business Services and Operations

Customer Service, Call Center, Banking and Insurance covered in training program. Banking curriculum will focus on the essential principles, concepts and operations of banking and the impact of banking on the economy. The Insurance curriculum focuses on the history, terminology and a basic understanding of auto, home, life and health insurance.



Financial Literacy

Financial Fitness coaches will cover a variety of subjects including Financial Planning, Money Management, Budgeting, Credit Repair, Loan Management

Work Ready Skills

Learn how to present yourself to employers, resumes, cover letters, interview skills, dealing with difficult situations and more.

Business Simulation

Real workplace experience in a simulated environment, participants operate a distribution company via computers and personal interactions. Real world skills such as conflict resolution, management styles and communication are all learned as part of the simulation.

Career Coaching

Exposure to many types of careers and opportunities. Match your personality and values to a great career choice.

Networking

Meet employers and community members throughout the training. Get connected to those who can help boost your job search.

Contact Erica
erica@centraliowaworks.org
or 515-243-2130
for more information or to apply

Class Location
Evelyn K Davis Center for Working Families
801 University, Des Moines