



COMMONWEALTH OF MASSACHUSETTS



TRAINING PROGRAM

A joint venture of the State of Massachusetts and ...



**National Association
of Government
Employees**

The FY17 Training and Career Ladders program will provide you the opportunity to develop the skills you need to meet your work needs today and prepare you for the career path you desire.

The training options include classroom training, online eLearnings, lecture series, workshops, and license reimbursements. Instructor-led classes will be held at various locations across the state to meet you where you are.

Some of the offerings we are planning include:

- *OSHA 10 (2-Day)*
- *Lock out Tag Out (1-Day)*
- *Confined Spaces Training (1-Day)*
- *Effective Business Writing (1-Day)*
- *Effective Communications (1-Day)*
- *Resume and Cover Letter Writing & Interviewing Skills (1- Day)*
- *PowerPoint 2010 Beginners (1-Day)*
- *Word Intermediate (1-Day)*

PC Skills

- *Agile Project Management Methodologies (2- Day)*
- *Excel Beginners (1-Day)*



REGISTRATION INSTRUCTIONS

- To find and register for classroom training, please visit PACE (www.PACE.state.ma.us).
- Search the Course Catalog in PACE using the keyword of your bargaining unit name, i.e., *NAGE* to find current course offerings.
- Space in these classes is limited and require prior supervisor approval

Please note that not all courses will be available in PACE immediately. Check PACE often, as we will be adding new course offerings throughout the course of the program.

Need Help? Contact HRDTraining@state.ma.us for assistance.



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