

# CASPER PROGRAM REPORT

## OFFICE CAREERS TRAINING

FEBRUARY–APRIL 2018

# Climb

W Y O M I N G



### MOVING FORWARD WITH CONFIDENCE!

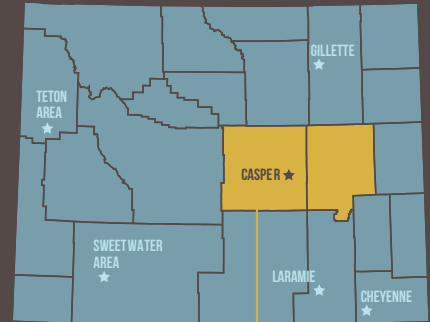
“The challenges of being a single mom are real, especially when you are struggling to find a job. It can impact your confidence and be discouraging. In response, this training was very strength-focused, which allowed the women to concentrate on the qualities they have that will be an asset in the workplace.

**“I am becoming a person who is not so worried about the future and is finally moving forward. I’m not stuck anymore.”**

**— Courtney, Program Participant**

The women felt so much more willing to be their true selves by the end of the program. They were more confident, more positive, more trusting, and more accepting of who they are. They can now see a brighter future for themselves and their families.”

**-Jenn Whitehead, Assistant Program Director**



**10 MOMS & 19 CHILDREN**  
served in the program



#### TRAINING DESCRIPTION:

Designed to prepare participants to launch a career in any office setting as an assistant, receptionist or other role.

#### CLASSES COMPLETED:

Basic Microsoft Office®  
Basic Bookkeeping  
Online Marketing and Security  
Conflict Resolution  
Nutrition  
Budgeting/Finances



#### EMPLOYERS:

GW Mechanical  
Hilltop National Bank  
Dept. of Family Service  
Customer Service  
Casper Children's Center  
Lincare  
Platte Valley Bank

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