

Human Resources Development Class Schedule

Workforce Readiness Boot Camp

Come spend 6 days with us and you will come away with • A Professional Resume • Justice-involved Explanation letter or Cover letter • Training in Employability Skills • Interview Skills and Mock Interview • OSHA10 training (*\$10 Charge for OSHA certification card)

November 17 - November 20, 2025 Monday-Thursday
OSHA 10 class will be scheduled for a future time and date

Resume & Interviewing

Need a professional resume or assistance with interviewing skills? Join us for this class and learn how to ace that interview and get the job you want.

October 20 – October 24, 2025, - Monday - Friday, 8:30 am - 12:30 pm
November 10 – November 14, 2025 - Monday - Friday, 8:30 am - 12:30 pm
December 1 - December 5, 2025 - Monday - Friday, 8:30 am - 12:30 pm

Basic Digital Literacy (computer class)

We offer basic to the more advanced computer lessons. We use an interactive computer system where you choose your level. Once a level is completed you move on to the next level. You will receive a certificate for each level passed.

October 13 – October 17, 2025 – Monday - Friday, 8:30 am - 12:30 pm
December 8 – December 12, 2025 – Monday - Friday, 8:30 am - 12:30 pm

Financial Literacy

Learn and understand the basics of bank accounts, bank cards, budgeting and much more. Let us help you learn about your financial concerns.

October 27 - October 31, 2025 - Monday-Friday, 9:00 am - 12:00 pm

Skills to Succeed Academy

Skills to Succeed is an interactive online computer program of 36 modules to help you build skills and confidence to choose the right career, find a job and be successful in the workplace. Earn a certificate for each module you complete and add those skills to your resume.

November 3 – November 7, 2025 - Monday - Friday, 9:00 am - 12:00 pm

Working Smart

Employers are seeking employees with soft skills. Working Smart provides these skills and tools to help you keep the job, excel at your job and be more productive. You will learn the skills that employers believe are critical to your success.

Ongoing Classes - Please contact us

Career Readiness Certification

Prepare to take nationally recognized certification from ACT® Workkeys in Applied Math, Graphic Literacy and Workplace Documents. (Some testing fees may apply)

Online Course Available - Please contact us



If you are interested in signing up or would like more information about any of our classes please contact Jimmy Hensley at (828) 659-6001 Ext 140 or Pam Price at (828) 659-6001 Ext 131