

Welcome
Aboard



Your mobile talent
resource lab

recruit

develop

manage

www.ctworkssw.org



recruit

develop

manage

recruit your staff

The *CTWorks* Career Coach is a mobile talent resource lab that can help you with your recruitment needs!

Participate in a job fair dedicated to your organization or a group of organizations in your local area. Job fairs include:

- Pre-screening
- Recruiting
- An onboard interview room

They are held outside at your location or strategically placed at a location where candidates gather. Marketing packages may be included.

Pricing for job fair packages varies depending on your needs. Contact us at (203) 610-8520 or jbarcley@workplace.org for pricing and details or to schedule the coach today!



develop your staff

The *CTWorks* Career Coach is your mobile technology lab, providing an opportunity for training away from the office, but just outside the door.

Training opportunities include:

- Software training
 - PC Basics
 - Microsoft Outlook
 - Microsoft Word 2003 (levels 1 and 2)
 - Microsoft Excel 2003 (levels 1 and 2)
 - Microsoft PowerPoint 2003 (levels 1 and 2)
 - Microsoft Access
 - Microsoft Visio
 - Microsoft Project
- Fast Track for Excel and PowerPoint – two separate days of intensive training (note – this training is available at your site or using the *CTWorks* Career Coach!)
- Customized training of your choice – you provide the trainer!

Visit our web site at www.ctworkssw.org to download a full list of training opportunities and pricing!

manage your staff

Maybe you need space for a small team retreat or new hire orientation, or have a specific team project for which you need a mobile 'war room'. Tell us your special needs and we'll create a Custom Coach proposal for you!



what's on board?

On board the *CTWorks* Career Coach you will find the latest technology, including:

- 10 student workstations
- 1 instructor's PC
- Wireless capacity for 10 additional laptops
- 42" interior Plasma TV with Smart Board Overlay (allows instructor to control PC from plasma)
- 42" exterior Plasma TV (to provide additional training to larger groups)
- A dedicated server for quick response time
- Satellite high speed Internet
- Lavatory
- Interview room
- VCR for training or orientation materials



The *CTWorks* Career Coach
is a project of
The WorkPlace, Inc.

Learn more now!
Visit www.ctworkssw.org
Call (203) 610-8520
or email
jbarcley@workplace.org