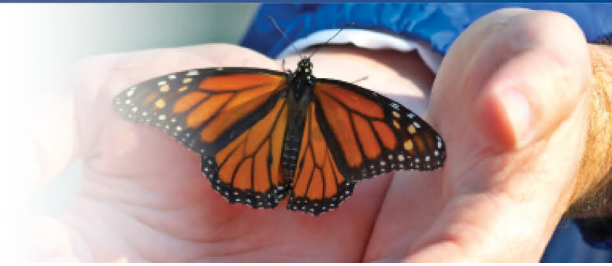


ASPENPOINTE

SINCE 1875...



Clerical Training

Provides training to accommodate all types of learners to gain competitive skills in a clerical environment.

Overview:

Individuals may not possess the skills necessary to secure employment in clerical related fields.

The Clerical Training offers individuals an opportunity to gain entry-level skills in areas such as computers, phone etiquette and the use of a number of office machines. This training also focuses on the customer service aspect of being in an office setting and the importance of attending to the needs of clients and office personnel. Individuals who participate in this training will have an equal opportunity for classroom and practical experience to learn these skills.

Insurance(s) Accepted:

Third party

Hours:

M-F 8-5pm by appointment

Support Line: Call (719) 572-6100



Since 1875, ASPENPOINTE has empowered clients, enriched lives and embraced purpose through individual and family services in mental health, substance abuse, employment & career development, education, housing, jail diversion & reintegration, telephonic wellness, and provider network services.

(719) 572-6100 | (800) 285-1204 | WWW.ASPENPOINTE.ORG