

GENERAL OFFERINGS

Instructor Supported Learning Lab

This interactive workshop will assist participants struggling with a computer application needed to complete an on-the-job project. With the guided help of an instructor, participants will receive one-on-one attention and support to get their work project back on track. Instructors can support projects utilizing any Microsoft Office program (Word, Excel, PowerPoint, Access, Publisher, and Project).

Objectives: At the end of the workshop, program participants will be able to:

- Utilize specific tips making it easier to complete existing projects back at the job

Instructor(s): TBD
Jacqueline Phillips, Manager of Training and Development

Audience: Any interested City employees who needs computer application performance support and targeted instruction in order to complete a particular project back at the job site. Prerequisite: The interested City employee must have attended a prior computer training course in the relevant application or be able to demonstrate significant prior experience using the application. *The learning lab is not a substitute for a training class.*

Time: 9:00 a.m. - 12:00 p.m. or 1:00 p.m. - 4:00 p.m.

Location: 831 Massachusetts Avenue, Cambridge, MA

To Register: Personnel Department 349-4332 or tahmed@cambridgema.gov

Registration deadline is: *One week before training date*
