**[NAME OF COLLEGE] OFFERS VIRTUAL READY TO WORK TRAINING**

*Free [NUMBER]-week course on entry-level skills to increase employment opportunities*

[LOCATION], Alabama – For the first time [NAME OF COLLEGE] is providing its popular Ready to Work program online. The free, [NUMBER]-week (60 hour) program is designed to prepare individuals with the essential skills required for employment opportunities with businesses across the state.

[PARAGRAPH WITH DETAILS ON CURRENT ENROLLMENT/HOW TO ENROLL]

Class participants meet together with an instructor via Zoom, and assignments are completed independently.  Course topics include workplace communication, workplace behavior, problem solving, computer literacy, and financial literacy.   The course can be completed in [NUMBER] weeks.

[STATEMENT FROM ADULT ED DIRECTOR OR WORKFORCE DIRECTOR]

Alabama’s Ready to Work program provides a career pathway for individuals with limited education and employment experience and entry-level skills needed for employment with most businesses and industries in the state.  This training is provided at no cost to participants.

New cohorts will be launched on April 13 and April 20.  Individuals interested in registering for this free, online training can find information at sheltonstate.edu/readytowork.  For additional information or questions, please contact Shelton State Workforce Development at workforce@sheltonstate.edu.

To learn more about Ready To Work and to sign up today, visit: [WEBSITE] or contact [NAME] at [EMAIL] or [PHONE NUMBER].

###