

Monday - Thursday
 9:00 am - 1 pm or
 6:00 pm - 10 pm

Marlboro REWARD Training Program

5-Week

	Date	Topic	# Hours	Instructor
Week One				
Mon	9/28/2009	Orientation and Registration	1	Magic Johnson Center
		Pre-Testing (TABE)	3	Adult Education
Tues	9/29/2009	Communication Skills	4	Adult Education
Wed	9/30/2009	Work Habits	4	Adult Education
Thurs	10/1/2009	Workplace Effectiveness	4	Adult Education
Week Two				
Mon	10/5/2009	Math Skills Review	1	NETC
		KeyTrain Tutorial	3	
Tues	10/6/2009	Math Skills Review	1	NETC
		KeyTrain Tutorial	3	
Wed	10/7/2009	Math Skills Review	1	NETC
		KeyTrain Tutorial	3	
Thurs	10/8/2009	Post Assessment (TABE Math)	2	Adult Education
		Applied Math WorkKeys Assessment	2	NETC
Week Three				
Mon	10/12/2009	Reading for Information	4	NETC
		KeyTrain Tutorial		
Tues	10/13/2009	Reading for Information	4	NETC
		KeyTrain Tutorial		
Wed	10/14/2009	Reading for Information	4	NETC
		KeyTrain Tutorial		
Thurs	10/15/2009	Post Assessment (TABE Reading)	2	Adult Education
		Reading for Information WorkKeys Assessment	2	NETC
Week Four				
Mon	10/19/2009	Locating Information	4	NETC
		KeyTrain Tutorial		
Tues	10/20/2009	Locating Information	4	NETC
		KeyTrain Tutorial		
Wed	10/21/2009	Locating Information	4	NETC
		KeyTrain Tutorial		
Thurs	10/22/2009	Locating Information	1	NETC
		Financial Management	3	CDC
Week Five				
Mon	10/26/2009	Computer Skills 101	4	MJC
Tues	10/27/2009	Career Exploration	4	MJC
Wed	10/28/2009	Resume Writing/Interviewing Skills	4	MJC
Thurs	10/29/2009	Industry Speaker/Graduation	1.5	MJC/Industry Representative
*Key Train Modules:				
Applied Math				
Locating Information				
Reading for Information				
Revision Date: 10/8/2009				

MJC=Magic Johnson Center