WANT THAT PROMOTION?

Universal Class can help!

- Career Coaching
- Effective Communication 101
- Computer Basics 101
- Listening Skills 101
- Assertiveness Training
- Effective Presentations
- Effective Presentations
- Enhance Your Everyday Vocabulary
- Interview Skills
- Effective Email Communication in the Workplace
- Negotiation Skills

AVAILABLE THROUGH YOUR LIBRARY’S WEBSITE!