

Professional Office Skills Program (POST)

The POST program is a 16 weeks program focused on getting women prepared for employment in a professional office environment. Women are taught Computer, Business English & Customer Service Skills. Following is a general overview of the POST program.

Classes:

Monday-Friday, 9am-2pm

16 weeks of training, weeks 1-14 focus is on skills building (Computers, Business English & Customer Service). Week 15 is done at The Women's Center Jobs Now program (resume writing, mock interviews, etc.) Week 16 is back at The Ladder Alliance and focus is on graduation, program evaluations and job search (i.e. job fairs, more mock interviews, job search, etc.)

- Computer Classes/100 hours
- Business English/56 hours
- Customer Service/40 hours
- Weekly Seminars (Financial Literacy, Dress for Success, Healthy Relationships, Payroll Deductions, TAFB, TCC) 35 hours
- Speakers Club (Toastmaster)/21 hours
- Lab time/25 hours
- Women's Center Jobs Now/25 hours
- Job search & jobs fair

Intake:

- Begins approx. 1 ½ months before each new class
- Intake includes brief orientation, TABE exam, & an interview
- Students are notified via email of their acceptance, referred to Basic Computer Skills Training, GED program or ESL classes
- POST is marketed through Flyers or presentations to Social Agencies in the area
- Post students also come to us from Basic Computer Skills Training or referrals from graduates
- We look to have approx. 20 students, 3X a year

Graduation:

- Held at The Women's Center
- Guest Speaker
- A brief introduction is done for each POST graduate
- POST students receive a certificate from The Ladder Alliance (TLA) and 2 Certificates from Tarrant County College (title of Certificates TBD)
- After graduation, students remain a part of TLA until they are employed

- We offer students the opportunity to come to One Safe Place to use the computers and receive assistance with their job search
- We host bagels & coffee for students who have not found employment
- Students fill out evaluations prior to leaving the POST program

Additional Assistance:

- We spend several hours throughout the program discussing career goals and what it takes to achieve those goals
- Students have 2 one-on-one meetings with Donna to discuss any issues or concerns
- Students are encouraged to receive counseling through OSP
- Students are able to go to the Success Store twice a week & earn points to receive clothing
- Refer students to various community partners (ie. Fort Worth Housing) if needed
- Snacks are provided daily