

EDUCATIONAL TRAINING

Quality Tutoring Services, through the department of Veterans Affairs, has been assisting our United States Veterans in their educational endeavors since 2008. We tutor in mostly all required academic subjects.

Veterans requiring tutoring services should consult with his/her Vocational Rehabilitation counselor at the Department of Veterans Affairs in order for our center to be issued a 1905 form requesting services. As soon as QTS receives the tutoring request form 1905, a tutor will be assigned. The tutor will contact the Veteran listed on the form and will arrange for tutoring dates and times, and location.

Tutoring is a very convenient, private and effective way to improve the student's academic and intellectual proficiency. We can help with problem solving, improve homework skills, time management, self-confidence and preparation for exams in an efficient timely manner.



Quality Training & Education Services

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E-Mail

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**BIG ENOUGH TO ACCOMMODATE
& SMALL ENOUGH TO APPRECIATE**

NEW PROGRAMS:

- Upward Mobility and Career Advancement Program
- Computer Training Program
- Resume Writing Program

We Are Approved By the
V.A OFFICE
D.B.A. Quality Tutoring Services
Facility Code: 25-1602-05



QUALITY TRAINING & EDUCATION SERVICES

**YOUR SINGLE SOURCE PROVIDER THAT MEETS
AND EXCEEDS ALL YOUR EDUCATIONAL NEEDS**



LIST OF PROGRAMS:

1 UPWARD MOBILITY & CAREER ADVANCEMENT PROGRAM

- **INTRODUCTION & SELF-ASSESSMENT:**
 - Develop and execute an action oriented plan.
 - Improve self-weaknesses and further developing strengths.
 - Setting goals overview (smart goals).
- **GOOD EMPLOYEE VERSUS BAD EMPLOYEE/HOW TO KEEP A JOB:**
 - What habits do employers look for in a good employee?
 - Managing stress & behavior during work, keeping stress & problems away from your work environment, being positive & building positivity.
 - Effective time management skills.
 - Self-discipline: adapt to the job/work life style.
- **INTRODUCTION TO MICROSOFT OFFICE:**
 - Hands-on Training on Microsoft office features.
 - Training on browsing the web/internet.
 - Setting up a new professional e-mail address.
 - Setting up an e-mail signature line with contact information.
- **WRITING A PROFESSIONAL RESUME AND COVER LETTER:**
 - How employers screen resumes.
 - E-mail and cover letter: the first impression.
 - All students will be assisted in creating a personal resume and a generic cover letter that can be briefly edited for each job application.
- **PREPARING STUDENTS FOR THE WORK ENVIRONMENT:**
 - Interpersonal relationship skills building.
 - Going over job search strategies.
- **JOB PLACEMENT: APPLYING FOR JOBS AND FOLLOW UP:**
 - Utilizing the internet search engines, each student will be assisted in finding five jobs of interest.
 - Applying to those five jobs, sending a cover letter & resume.
 - Follow up by a phone call if possible.

2 COMPUTER TRAINING PROGRAM

This program introduces students to fundamental 'Computer Literacy' concepts. Students will learn to use the following:

- **WINDOWS ON THE PC-COMPATIBLE COMPUTERS.**
- **MICROSOFT OFFICE: WORD, POWERPOINT, EXCEL, OUTLOOK.**
- **NAVIGATING THE INTERNET / WEB SEARCH.**
- **KEYBOARD TYPING.**

This class is intended for students requiring 'hands-on' practice and knowledge of computer applications.

3 RESUME WRITING PROGRAM

- **HOW TO WRITE A PERSONAL STATEMENT**
- **HOW TO GENERATE A RESUME**
- **HOW TO GENERATE A COVER LETTER**

NEW PROGRAMS:

- Upward Mobility and Career Advancement Program
- Computer Training Program (Microsoft Office tools, browsing the internet, Windows, Organizing files and folders, Typing, Email features)
- Resume writing program (Personal statement / resume writing / cover letter)



WE COACH IN:

- **PROBLEM SOLVING.**
- **LOGICAL THINKING.**
- **SELF CONFIDENCE.**
- **IMPROVE ORGANIZATION SKILLS.**
- **CAREER ADVANCEMENT SKILLS.**
- **JOB PLACEMENT SKILLS.**

FOR MORE INFORMATION ABOUT OUR PROGRAMS PLEASE CONTACT US EITHER BY PHONE OR E-MAIL

DON'T LET YOURSELF FALL BEHIND

CALL US NOW!!!

PHONE

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WEBSITE

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