



**Warehouseman  
Training W.T.I.**



**WHERE TRAINING AND JOBS COME TOGETHER**

**Looking for a Great Career ?**

In only 4 weeks you will graduate as a AASCT  
(Administrative Assistant & Supply Chain Tech)

*During the 4 week class you will earn an;*

- ♦ **Microsoft Office 365**  
(Word, Excel, Outlook)
- ♦ Computer Concepts
- ♦ Communication/Listening Skills
- ♦ Problem Solving
- ♦ Time Management
- ♦ Conflict Management
- ♦ Office Phone Skills
- ♦ Conflict Management
- ♦ Resume building -  
Job interview skills
- ♦ Shipping & Receiving
- ♦ Inventory
- ♦ FedEx/UPS Software
- ♦ OSHA-10 Safety Certification



### Who Are We?

This program was designed to provide students with employable skill sets that they have not achieved elsewhere. It has since expanded to serving an array of students, such as; career field change, women entering the workforce, former substance abusers, ex-offenders, and youths. It has become ideal for those in the foster care system who are about to be on their own, High school drop outs, and anyone just wanting great employable skill sets.

### Where are we?

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*Auxiliary aids and services are available upon request to individuals with disabilities. Missouri Relay 711.*