The purpose of the Human Resources Development (HRD) program is to educate and train individuals for success in the workplace.

All classes in the HRD program are held at the JobLink Career Center, located at 316 Baldwin Avenue, Suite 2.

Classes are scheduled on a continuous basis throughout the year. Classes are forming now. For further information or to register for a specific class, contact Jimmy Hensley at 828/659-6001, ext. 140.

Begin with an HRD class as the first step to “the future you never thought existed!”

**HRD Classes Offered**

**Introduction to Direct Care Work**

Learn the requirements and responsibilities of a Personal and Home Care professional. Identify career options and find out if this field is right for you.

Call 659-6001 for upcoming class dates and times.

**Microsoft Digital Literacy Certificate**

Develop basic computer use skills and gain awareness of the role of technology in the workplace and earn a Microsoft Digital Literacy Certificate.

Call 659-6001 for upcoming class dates and times.

**Employability Keyboarding**

Elementary keyboarding skills/introduction to computers.

Call 659-6001 for upcoming class dates and times.

**Resume, Interviewing & Internet Job Search**

Professionally prepare for the job you want! Utilize resume development techniques to complete a professional resume; prepare for your interview; become familiar with application procedure; and do Internet job searches to assist you in locating and obtaining employment.

Call 659-6001 for upcoming class dates and times.

**Career Planning and Assessment**

Find out about you, search for the ideal career, and get in touch with the resources to reach your goal.

Call 659-6001 for upcoming class dates and times.

**Pre-College Training**

Review for the required community college placement test and gain the survival skills you need to be a successful student.

Call 659-6001 for upcoming class dates and times.

**Career Readiness Certificate (CRC) Prep**

Earn a North Carolina Career Readiness Certificate based on the ACT WorkKeys system. It is a portable credential, recognized nationally, that shows employers your skill level in Applied Math, Reading for Information, and Locating Information. Prove to employers you have the skills to do the job by earning a bronze, silver or gold certificate.

Call 659-6001 for upcoming class dates and times.