

DIGITAL SKILLS FOR YOUTH SPRING 2009

Monroe County is a community focused on entrepreneurship and technological innovation. County Executive Maggie Brooks has called for an increase in services to Monroe County residents through the use of technology. The Workforce Investment Board has adopted the Emerging Worker Model calling for a more systematic approach to serving youth while imparting critical business and technology skills through efficient programming.

Digital Skills for Youth is an initiative from RochesterWorks, Inc., local school districts and businesses. Digital Skills for Youth will provide technical certification for youth, 16-21 years old. Youth will become “Digitally Certified” by completing a rigorous on-line curriculum and have the opportunity of working with the New York State Wired Metrix Program over an eight-week period. Curriculum will begin on or about the week starting May 15, 2009. Ten core competencies will be explored in the following areas:

Soft Skills / Business Courses:

- Difficult People in the Workplace
- Handle Call with Confidence and Professionalism
- The Basics of Listening
- Everyday Business Etiquette
- Analyze Your Use of Time



Microsoft Office Applications:

- Microsoft Office Beginning Access
- Microsoft Office 2000 – Beginning Excel
- Microsoft Office 2000 – Beginning PowerPoint
- Microsoft Office 2000 – Beginning Outlook
- Microsoft Office 2000 – Beginning Word

After the youth receive their certification, they become eligible for internships through participating Monroe County businesses. RochesterWorks, Inc. will support the internships by providing funding to companies for the intern’s wages as well as other program related assistance. Youth would be paid \$7.15 an hour for approximately 120 hours over a 10-week period beginning on or about July 6, 2009.

For more information and to submit an application please contact:
Caridad Sosa-Blackwell at 258-3554 or csblackwell@rochesterworks.org
or
Geoff Bieber at 258-3552 or gbieber@rochesterworks.org

Fax: 585-232-3727

Completed applications are due no later than April 3, 2009 at RochesterWorks! Career Center, 255 N. Goodman Street, Rochester, NY 14607



Maggie Brooks
County Executive