

Training Resources for Common Local Jobs

* [Alison](#), [Edx.org](#) , [SkillUp](#) and [Coursera](#) offer a variety of useful free training. Sign in required.

General Skills and Vocational Training

[Skillup Sign In/Sign Up Page](#)

[Skillup Tutorial on Youtube](#)

[Calendar listing Skillup Training Webinars](#)

Customer Service/ Receptionist/ Cashiers

[7 Phrases that will help you get through the day](#)

Adm. Assistant/Front Desk Receptionist/Retail

[16 Key Customer Service Skills](#)

Data Entry Clerk/Office clerk/Team Member

[Access Database](#)

[Communication Skillss](#)

[GCF Global-Typing-Communication-Money Basic](#)

[GCF Global-Critical Thinking and Decision-Making](#)

[GCF Global-Core Skills](#)

[GCF Global-Date Entry](#)

[Khan Academy-Manage People & Processes](#)

[Khan Academy-Math](#)

[Time Management](#)

[OxfordHomeStudy- Administrative Skills \(Short Course\)](#)

[Hospitality Associate Selector Assessment](#)

[EDX- Teamwork & Collaboration](#)

[EDX- Business Communication](#)

CNA/Home Health Aide / Caregiver

[7 Phrases that will help you get through the day](#)

[Home Health Academy-Free Training](#)

[GCF Global-Basic Communication](#)

[GCF Global-Critical Thinking and Decision-Making](#)

[EDX- CARE: Supporting Older Adult Personal Care & Independence](#)

[EDX- CARE: Introduction to Caregiving for Older Adults](#)

Dietary/Food Service/Servers	7 Phrases that will help you get through the day Khan Academy-Math GCF Global-Core Skills GCF Global-Measurments GCF Global-Basic Communication EDX-Critical Thinking & Problem Solving Time Management EDX-Nutrition and Health: Food Risks EDX- Food, Nutrition & Health EDX- Teamwork & Collaboration
Fork Lift Operator	7 Phrases that will help you get through the day Forklift Training (Please call 908.704.3000 to reserve a seat) EDX-Critical Thinking & Problem Solving EDX- Teamwork & Collaboration GCF Global-Core Skills GCF Global-Measurments GCF Global-Basic Communication Khan Academy-Math
Driving	7 Phrases that will help you get through the day CDL GCF Global-Measurments Time Management Basic Math
Housekeeper/Office Cleaner/Janitor/Porters	7 Phrases that will help you get through the day Time Management GCF Global-Basic Communication GCF Global-Core Skills

	Khan Academy-Math
	GCF Global-Measurments
	EDX- Teamwork & Collaboration
Landscaper	Khan Academy-Math
	Time Management
	GCF Global-Core Skills
	GCF Global-Measurments
	GCF Global-Basic Communication
	EDX- Teamwork & Collaboration
Security Officer	7 Phrases that will help you get through the day
	SORA Training & license (Low Cost)
	GCF Global-Core Skills
	EDX-Critical Thinking & Problem Solving
	Time Management
Warehouser/Material Handler/Receiver/Stocker/Packaging	7 Phrases that will help you get through the day
	GCF Global-Basic Computer
	GCF Global-Typing-Communication-Money Basic
	GCF Global-Smart Technology
	Khan Academy-Math
	Cygerz-Receiving, Storing, Distribution
	EdX-Health & Safety Courses
	EDX- Teamwork & Collaboration