

# Prepare for a career in **PUBLIC SECTOR ADMINISTRATION +** A PPL TRAIN TO WORK PROGRAM

## **CLASS DESCRIPTION:**

Train for a good job with a great career path! With PPL's **free**, 6-week Public Sector Administration Plus training program, you'll focus on building computer and professional skills to prepare you for office positions in the public sector.

You'll also get a hands-on learning experience with employers such as the **State of Minnesota and University of Minnesota**, providing customer-focused service, along with organizing and preparing materials to support government or non-profit functions.

## **THIS IS FOR YOU IF YOU HAVE:**

- A high school diploma or GED
- At least six months of office or clerical experience
- A desire to work in office administration



## **Program begins July 15th, 2019**

*PPL is an equal opportunity program provider. A proud partner of the American Job Center Network.*

## **HOW TO APPLY**

Start your application by attending our one-hour information session held every Monday morning at 9:00 AM at the **PPL Career Center**, 1021 E Franklin Avenue in Minneapolis. MTC Buses: #2 and #9

