

## **Workforce Development, Training Futures**

Age Requirements

18 and over

Available 24/7

No

Other Eligibility Criteria

Speak, read and write English. Math aptitude

Family

No

Intake Contact

Mary Agee

Intake Process

Phone. Written application required

Self Refer

Yes

Northern Virginia Family Service

<https://www.nvfs.org>

<https://www.nvfs.org/our-services/workforce-development/training-futures/>

Main

(571) 748-2863

8603 Westwood Center Drive, Suite 300

22182 VA

United States

Fee Structure

Call for Information

Languages Spoken

English

Northern Virginia Family Service offers Training Futures. Training Futures is a program designed to work with low-income, unemployed or under paid individuals to make the move from dead-end jobs to stable, professional work.

The Training Futures program provides a 25-week professional development curriculum that is designed to move people from low-paying retail and service jobs to white-collar careers. The program teaches computer skills, business English, business math, keyboarding, filing, professional development workshops, medical terminology and business communication skills.

Trainees receive performance reviews and are expected to dress professionally, arrive on time, complete office assignments and interact professionally with staff and fellow trainees. Trainees are also provided one-on-one support during their job search with assistance in resume writing, interviewing and business etiquette. Additionally, trainees gain valuable direct business work experience through the internship program.

Not convenient to a subway stop.

Service Area(s)

Fairfax City

,

Fairfax County

,

Falls Church City