



Job Skills Training Center

New Courses Now Open

If you have not checked out the new Job Skills Training Center located in the Human Resource Department, please stop by. We have many online courses you can take to learn new skills, enhance your skills, learn a new trade or get help with job search and your career path. The Human Resource staff is available to help get you started.

Here are some of the new courses that just opened up:

- **Introduction to job search skills**
- **Preparing your resume and cover Letter**
- **How to plan your career path**
- **Achieving personal success**
- **Effective communication techniques**

There is no cost to utilize the job skills training center and it is open to all tribal members and employees of the Susanville Indian Rancheria/ Lassen Indian Health Clinic.

It is easy to get started. Contact the Human Resource Department at 530-257-4921. Set up a time to come in and get started. We will walk you through the sign up process and provide you with computer access to get started. Your unique login will allow the system to save the courses you start and you can pick up right where you left off the next time you return. These courses can be accessed from any computer after the initial setup.

The training center is open Monday through Friday between the hours of 8:00 am and 5:00 pm.