



## A ONE-STOP CENTER

The **Workplace Skills Center** is here to offer individuals and businesses a host of workplace related services.

Why drive all over town, when the Workplace Skills Center has all the services you need to help you be more productive in the workplace.

The Center offers **free** or **low cost** services and training including:

- Assessment
- GED preparation & testing
- Customized training for employers
- Employee skills certification
- Targeted instruction
- Computer basics
- Adult basic skills
- Interview preparation

## A TOOL FOR YOUR SUCCESS

In today's competitive workplace, individuals need every advantage to succeed. Employers want to know what skills you have and what you can do for their organization.

So how do you demonstrate the skills you have? The **Workplace Skills Center** can help!

The Center offers employee skills certification in the form of the **Kentucky Employability Certificate (KEC)** and the **Kentucky Manufacturing Skill Standards (KMSS)** certificate.

These certificates verify skill levels of job applicants and existing employees.



## A DEDICATED PARTNERSHIP

The **Workplace Skills Center** is the product of a partnership of concerned local and state agencies, who have joined forces to provide this opportunity to the region.

Supporters include:

- West Kentucky Community and Technical College
- Paducah Junior College, Inc.
- Paducah Area Chamber of Commerce
- Paducah-McCracken County Adult Education Center
- Workforce Investment Board (WIB)



# HERE FOR YOU!

The Workplace Skills Center is located in Kentucky Oaks Mall in Paducah.

## HOURS:

Monday - Friday 10 am - 6 pm

Saturday 10 am - 3 pm



## Workplace Skills Center

(located in Kentucky Oaks Mall)

P.O. Box 7380

Paducah, KY 42002-7380

**(270) 554-6224**

**Fax: (270) 554-6225**

[www.westkentucky.kctcs.edu/skillscenter](http://www.westkentucky.kctcs.edu/skillscenter)



West Kentucky Community & Technical College is an equal opportunity employer and education institution.

*The Workplace Skills Center*  
West Kentucky Community & Technical College  
P.O. Box 7380  
Paducah, KY 42002-7380

# ENHANCING THE WORKFORCE



WEST KENTUCKY COMMUNITY &  
TECHNICAL COLLEGE

## WORKPLACE SKILLS CENTER

LOCATED IN KENTUCKY  
OAKS MALL  
PADUCAH, KENTUCKY