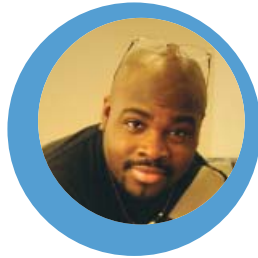
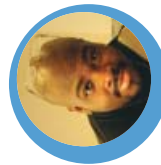


TRAINING RESOURCES OF AMERICA INCORPORATED



*Providing Skilled
People for Today
and Tomorrow*



*Providing Skilled
People for Today
and Tomorrow*

WORKFORCE DEVELOPMENT SERVICES

www.tra-inc.org

About TRA

Training Resources of America Incorporated (TRA) is a private, non-profit organization that provides education, skills training, employment, and workforce development services in Massachusetts, Texas, and other parts of the USA. Founded in 1975, TRA is headquartered in Worcester, Massachusetts.

TRA Helps

- **Educationally and economically disadvantaged youth and adults** to improve the quality of their lives by learning new skills, developing self-confidence and finding pathways to self-sufficiency;
- **Employers** to strengthen and maintain a vitalized workforce by delivering more prepared, educated and work-ready employees;
- **Workforce Investment Boards** to achieve their employment and training goals in an optimal time frame by providing diverse, customized and high quality workforce development services;
- **Communities** to grow and prosper by preparing disenfranchised residents to become active and contributing members, by increasing tax rolls and economic stability, and by creating positive role models for community development.

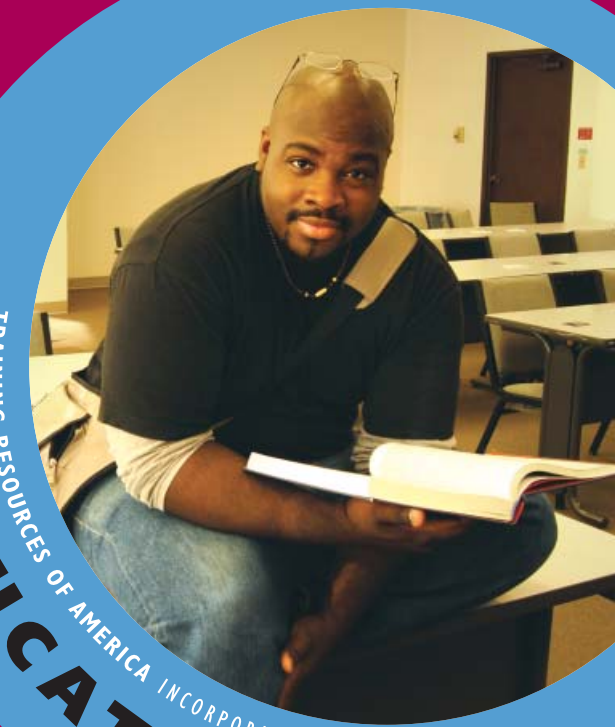
TRA'S WORKFORCE DEVELOPMENT SERVICES

EDUCATION

TRA offers a full range of educational services that integrate academic and occupational learning in a real-world context.

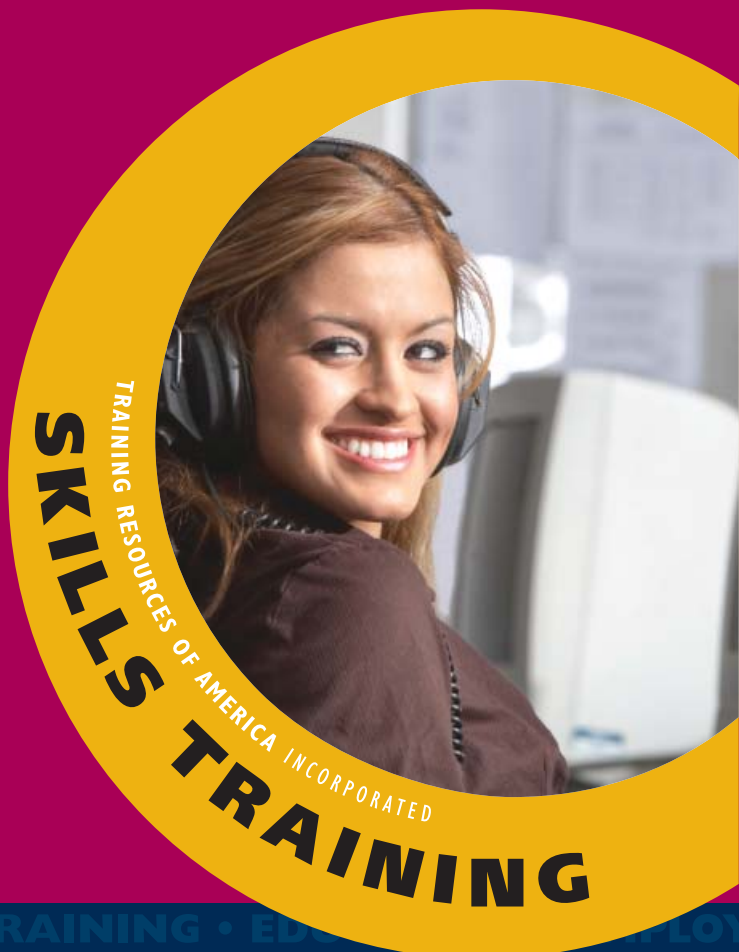
- Adult Basic Education
- GED Preparation
- English for Speakers of Other Languages
- Customized Workplace Literacy / In-house Training for Employers
- Distance Learning
- Links to Higher Education

TRAINING RESOURCES OF AMERICA INCORPORATED
EDUCATION



“ Before I came to TRA I had lost hope. I never thought I would be able to get ahead. TRA has opened new doors, renewed hope, and is a place where I am special. ”

Toll Free: 800-861-6667



SKILLS TRAINING

TRA designs and implements customized training programs that are current with employment trends and responsive to specific occupational needs of geographic areas throughout the country.

- Customized On-The-Job Training for Multiple Industry Clusters
- Computer / Office Skills
- Certified Nurse Aide / Home Health Aide
- Construction Skills
- Customer Service
- Nationally Recognized Basic Work Development Skills
- Employability Skills / Work Readiness Preparation
- Financial Literacy
- Leadership / Life / Parental Skills
- Links to Post-Secondary Skills Training

EMPLOYMENT

TRA brings the two ends of the labor market together by preparing people in need of marketable skills and placing them into jobs that are in demand.

- No Fee Job Matching Services for Employers and Customers
- Individualized Job Search / Development / Placement / Retention Services
- Links to Career Centers and Employment Resources

SUPPORT

TRA offers an array of support services to meet individual customer and employer needs and to ensure successful achievement of goals.

- Assessment / Testing
- Development / Monitoring of Individual Customer Service Plans
- Program Orientation
- Academic / Vocational / Employment Counseling
- Case Management
- Ongoing Program Evaluation
- Links to Community Resources



“ Since I have been involved with TRA, my self-confidence has grown. With the help of the dedicated instructors, my opportunities in seeking a better career have brightened. I recommend TRA to all. ”

Toll Free: 800-861-6667

Why TRA?

- With over three decades of experience, TRA is recognized as a high quality and consistent workforce development service provider that can be counted on to achieve performance results.
- TRA is a fiscally sound organization, financed by a multitude of local, state, federal and private funding sources, with many continually contracting over several years.
- TRA is known for its ability to design programs and services that address the explicit needs of communities in diverse geographical areas and to implement them in a rapid turnaround time.
- TRA operates over 50 programs and projects at multiple training sites across the country.
- Since its inception in 1975, TRA has helped over 25,000 youth and adults achieve their education, employment and training goals.
- Hundreds of employers, from small owner-run businesses to Fortune 500 companies, have benefited from hiring TRA trained employees and from utilizing TRA's customized workplace literacy services to enhance their in-house training.
- With a strong belief in community partnerships, TRA has an extensive history of networking with employers, educational institutions, private and public agencies, as well as community and faith-based organizations to ensure a cohesive and non-duplicative delivery of services.
- TRA's customized and diverse curricula combined with its individualized, self-paced, multi-faceted approach to learning have proven to be a unique and highly effective training model.
- TRA has over 135 years of combined management experience in the workforce development field.

Let's explore how TRA can help you meet your needs. Contact us today at:

Training Resources of America Incorporated
 Corporate Headquarters: 390 Main Street, Suite 806
 Worcester, Massachusetts 01608
 Toll Free: 800-861-6667 • Fax: 508-756-8967
 Email: pgallo@tra-inc.org or lormond@tra-inc.org
 For a current list of TRA sites, visit www.tra-inc.org.

“ TRA has been beneficial to me by offering programs from beginning to advanced in Microsoft Word, Excel and PowerPoint. Thanks to the instructors and the class atmosphere, the learning process has been fun and educational. ”

www.tra-inc.org