

YOU MUST COMPLETE ALL TASKS CONTAINED WITHIN THIS DOCUMENT.

WELCOME ABOARD

We're thrilled that you've chosen Spiral Group, Inc. as your Training Provider. Our goal is to shape you into an invaluable asset for employers of choice. If you encounter any technical glitches, let us know by sending email to tech.support@spiralgroup.org.

READ THIS LETTER CAREFULLY

It's packed with information and things you need to accomplish so you can pass our training program.

SOFTWARE, TECHNICAL & OTHER REQUIREMENTS

1. Google Chrome. We know that most devices come equipped with the Google Chrome browser. But if you don't already have it, just click on the following link to download the latest version <https://www.google.com/chrome/>
2. Advanced English Dictionary. You may need it to complete some of your homework assignments. <https://www.microsoft.com/en-us/store/p/advanced-english-dictionary-free/9wzdncrfhmv8>
3. Adobe Acrobat Reader. You may already have a pdf reader installed on your device, but this is the pdf reader we require you to use for this training program. <https://get.adobe.com/reader/>
4. Library Card. If you don't have one, then the Chicago Public Library (or your town's local public library) will be glad to assist you with acquiring one. All you'll need is a current, unexpired government issued ID card. The purpose of acquiring a library card is to be able to use the public computers in the library, and to be able to borrow a Wi-Fi hotspot if you should ever need one. Once you see how wonderful your local library is, you'll realize that having a library card is priceless.
5. Business Email Account. Of course, you have an email account. However, look at it carefully and decide if it's giving potential employers, or other professionals, a positive impression about you and your character. If it makes you think twice, then it's probably a good idea to create a more professional email address.

CUMULATIVE EXAMS

Along with other tasks, the cumulative exams are your required homework assignments. You must pass each exam with a score of 100% to be deemed Job Ready and receive a Certificate of Excellence. The link for each exam is in each course's Table of Contents page and at the end of each course. a job once you have completed our program. Therefore, if you are committed to our program requirements, then we will commit our time and resources assisting you with getting a job.

ADVANTAGES OF OUR ONLINE EMPLOYMENT PREPRATION TRAINING PROGRAM

Being a Graduate from this online training program will look great on your resume. It will show employers that you're committed to learning and obtaining new skills. You will be a better candidate for more job opportunities.

This is a self-paced training program and we believe it's best to begin working on the courses during the day. But if you have other tasks that need your attention during this time, you can study at night. Arrange a learning schedule that meets your needs.

Dedicate just 4 hours a day to this program, and you will be amazed at your ability to manage your time and become more goal-oriented. You will begin to master your career path. Click here to complete a required task.

FREQUENT COMMUNICATIONS

Check your mailbox more frequently, because you will begin receiving regular communications from the Program Administrator. The purpose of this is to check your overall progress and gauge your readiness for sustainable employment. How and when you respond to these communications will be considered. If you're an ex-offender, we'd love to assist you with landing a job.

Good luck with your training and do not hesitate to give me a call during normal business hours. I'd love to hear from you!

Minister Michelle A. Jones

Program Administrator
773-242-0705
MJones@SpiralGroup.org

P.S. When you complete all coursework, give us feedback about our program after you [click here](#).