

April 2015 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
 ALL events <u>must</u> be scheduled! See the Skills Team! Computer Skills <u>must</u> be assessed for appropriate scheduling		<p style="text-align: center;">Work Keys 1 9:00 am – 1:30 pm</p> <p style="text-align: center;">Job Club (Lifeline) 1:00 – 5:00 pm</p>	<p style="text-align: center;">Basic Computer 2 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p> <hr/> <p style="text-align: center;">ENTREPRENEURSHIP SERIES Legal Clinic: 1:00 – 3:00 pm Info or registration-314-657-3547</p>	<p style="text-align: center;">Intro to the Internet (Email/Online Search) 3 9:00 – 11:00 am</p> <p style="text-align: center;">Basic Computer Skills Review 11:00 am – 1:00 pm</p>	<p>JOBS COMPUTER LAB</p> <ul style="list-style-type: none"> • Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts • Follow-up for Build/Resume • Intermediate Computer • Intro to the Internet, Work Keys • Job Seeking Skills, JCCP/Lifeline <p>ARCH CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Build a More Effective Resume • Conducting a Job Search • Interview Skills • Networking for Jobs <p>COURTHOUSE CONFERENCE RM</p> <ul style="list-style-type: none"> • Training Orientation • LinkedIn Workshop <p>FOREST PARK CONFERENCE RM</p> <ul style="list-style-type: none"> • MoManufacturing Orientation • Advanced/Professional Series – F. ALANIZ <p>Vocational Rehabilitation Appointments: Ask for B. Collaso *****</p> <p style="text-align: center;">ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p style="text-align: center;">Computer Skills <u>must</u> be assessed for appropriate scheduling</p> <p style="text-align: center;">*****</p> <div style="display: flex; align-items: center;"> <div style="flex: 1;"> <p>Spring has sprung!</p> </div>  </div>
<p style="text-align: center;">Mousing Skills Club 6 9:00 – 11:00 am</p> <p style="text-align: center;">Build a More Effective Resume 1:00 – 3:00 pm</p>	<p style="text-align: center;">Basic Computer 7 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm</p>	<p style="text-align: center;">Intermediate Computer 8 10:00 am – 12:30 pm</p>	<p style="text-align: center;">Basic Computer 9 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p> <hr/> <p style="text-align: center;">ADVANCED/PROFESSIONAL SERIES Lunch & Learn: 9:00 am – 3:00 pm Remediation: 1:00 – 5:00 pm</p>	<p style="text-align: center;">Job Seeking Skills 10 9:00 – 11:00 am</p> <p style="text-align: center;">Training Orientation: 10:00am – 12:00pm Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline) 1:00 – 5:00 pm</p>	
<p style="text-align: center;">Intermediate Computer 13 10:00 am – 12:30 pm</p> <p style="text-align: center;">Interview Skills 2:00 – 4:30 pm</p>	<p style="text-align: center;">Basic Computer 14 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm Remediation 1:00 – 5:00 pm</p>	<p style="text-align: center;">Work Keys 15 9:00 am – 1:30 pm Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 10:00 am – 12:30 pm Build a More Effective Resume 2:00 – 4:00 pm Job Club (Lifeline) 1:00 – 5:00 pm</p>	<p style="text-align: center;">Basic Computer 16 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p> <hr/> <p style="text-align: center;">ENTREPRENEURSHIP SERIES Legal Clinic: 1:00 – 3:00 pm Info or registration-314-657-3547</p>	<p style="text-align: center;">Intro to the Internet (Email/Online Search) 17 9:00 – 11:00 am</p> <p style="text-align: center;">Basic Computer Skills Review 11:00 am – 1:00 pm</p>	
<p style="text-align: center;">Mousing Skills Club 20 9:00 – 11:00 am Build a More Effective Resume 1:00 – 3:00 pm</p> <hr/> <p style="text-align: center;">ADVANCED/PROFESSIONAL SERIES Lunch & Learn: 9:00 am – 3:00 pm Intermediate Computer 1:00 pm - 3:30 pm</p>	<p style="text-align: center;">Basic Computer 21 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm</p>	<p style="text-align: center;">Intermediate Computer 22 10:00 am – 12:30 pm</p>	<p style="text-align: center;">Basic Computer 23 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm Remediation: 1:00 – 5:00 pm</p>	<p style="text-align: center;">Job Seeking Skills 24 9:00 – 11:00 am</p> <p style="text-align: center;">Training Orientation: 10:00am – 12:00pm Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline) 1:00 – 5:00 pm</p>	
<p style="text-align: center;">Intermediate Computer 27 10:00 am – 12:30 pm Interview Skills 2:00 – 4:30 pm</p>	<p style="text-align: center;">Basic Computer 28 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm Remediation 1:00 – 5:00 pm</p>	<p style="text-align: center;">Build a More Effective Resume 29 2:00 – 4:00 pm</p> <p style="text-align: center;">Job Club (Lifeline) 1:00 – 5:00 pm</p>	<p style="text-align: center;">Basic Computer 30 Part 2: 9:00 – 11:00 am</p> <hr/> <p style="text-align: center;">ADVANCED/PROFESSIONAL SERIES LinkedIn Workshop: 9:00 – 10:30 am</p> <hr/> <p style="text-align: center;">Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p> <hr/> <p style="text-align: center;">ENTREPRENEURSHIP SERIES Legal Clinic: 1:00 – 3:00 pm Info or registration-314-657-3547</p>	<p style="text-align: center;">Vocational Rehabilitation: Available for scheduled appointments at 9, 10, and 11:00am on Thursday, 4/2, 4/9, 4/16 and 4/23. Ask for B. Collaso</p>	