

August 2014 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	<u>SESSION LOCATIONS:</u>
Interview Skills 4 9:00 – 11:30 am Intro to the Internet (Email/Online Search) 1:00 – 3:00 pm	Basic Computer 5 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm Vocational Rehab: 1:15 - 3:15 pm	Intermediate Computer 6 10:00 am – 12:30 pm Build a More Effective Resume 1:00 – 3:00 pm Job Club (Lifeline): 1:00 – 5:00 pm	Basic Computer 7 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm	Job Seeking Skills 8 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm	JOBS COMPUTER LAB <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 Remediation ARCH OR OLD CATHEDRAL CONFERENCE ROOM <ul style="list-style-type: none"> Build a More Effective Resume ARCH CONFERENCE ROOM <ul style="list-style-type: none"> Conducting a Job Search Customer Service Interview Skills Club COURTHOUSE CONFERENCE RM <ul style="list-style-type: none"> Training Orientation Introduction to Career Center Svcs FOREST PARK CONFERENCE RM <ul style="list-style-type: none"> Professional Series Intro to Career Center Services Vocational Rehabilitation Appointments: Ask for B. Collaso ***** ALL events <u>must</u> be scheduled! See the Skills Team! Computer Skills must be assessed for appropriate scheduling
Build a More Effective Resume 11 1:00 – 3:00 pm	Basic Computer 12 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm Vocational Rehab: 1:15 – 3:15 pm Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 2:00 – 4:30 pm	Intermediate Computer 13 10:00 am – 12:30 pm <u>PROFESSIONAL SERIES</u> Online Applications: 1:00 – 3:00 pm Basic Computer Part 1 : 2:00 – 4:00 pm	Basic Computer 14 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm <u>PROFESSIONAL SERIES</u> Resume Review/Interview Prep 1:00 – 4:00 pm	Mousing Skills Club 15 9:00 – 11:00 am Intro to Career Center Services 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm	
Interview Skills 18 9:00 – 11:30 am Intermediate Computer 1:00 – 3:30 pm	Basic Computer 19 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm Vocational Rehab: 1:15 – 3:15 pm	Work Keys 20 9:00 am – 1: 30 pm Customer Service 10:00 am – 12:00 pm Build a More Effective Resume 1:00 – 3:00 pm Job Club (Lifeline): 1:00 – 5:00 pm	Basic Computer 21 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm	Intro to the Internet (Email/Online Search) 22 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm	
Build a More Effective Resume 25 1:00 – 3:00 pm	Basic Computer 26 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm Vocational Rehab: 1:15 – 3:15 pm Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 2:00 – 4:30 pm	Intermediate Computer 27 10:00 am – 12:30 pm Job Seeking Skills 2:00 – 4:00 pm	Basic Computer 28 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume - 11:00 am – 1:00 pm	Mousing Skills Club 29 9:00 – 11:00 am Intro to Career Center Services 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm	



Enjoy those crazy, lazy, hazy days of Summer!