

## August 2016 Sessions, Seminars and Classes

**COMPUTER SKILLS ASSESSMENTS must be given to ALL clients prior to the scheduling of computer skills training sessions by Lab Staff.**

Monday	Tuesday	Wednesday	Thursday	Friday	<u>SESSION LOCATIONS:</u>
<p><b>Intermediate Computer 1</b> 2:00 – 4:30 pm</p>	<p><b>Basic Computer 2</b> Part 1: 9:00 – 11:00 am <b>Ask the Experts</b> 11:30 am – 12:30 pm</p> <p><b>Remediation: 1:00 – 5:00 pm</b></p>	<p><b>Work Keys 3</b> 9:00 am – 1: 30 pm <b>Build a More Effective Resume (Information Session)</b> 10:00 am – 12:00 pm</p> <p><b>Special Projects: 1:00 – 5:00 pm</b></p>	<p style="background-color: black; color: white; padding: 2px;"><b>*ADVANCED/PROFESSIONAL SERIES</b> 4</p> <p style="background-color: black; color: white; padding: 2px;"><b>#1 Online Applications: 9:00 am – 3:00 pm</b></p> <p><b>Basic Computer: Part 2: 9:00 – 11:00 am</b></p> <p><b>FOLLOW-UP: Build a More Effective Resume: 11 am – 1 pm</b></p> <hr/> <p><b>ENTREPRENEURIAL SERIES: Legal Clinic for Entrepreneurs</b> 2:00 – 4:00 pm</p>	<p><b>Job Seeking Skills (Computer Session) 5</b> 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p>	<p><b>JOBS COMPUTER LAB</b></p> <ul style="list-style-type: none"> <li>Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts</li> <li>Follow-up for Build/Resume</li> <li>Intermediate Computer</li> <li>Intro to the Internet, Work Keys</li> <li>Job Seeking Skills, Special Projects</li> <li>Remediation</li> <li><b>WORK IT!</b></li> <li>AEL Orientation</li> </ul> <p><b>ARCH CONFERENCE ROOM</b></p> <ul style="list-style-type: none"> <li>Build a More Effective Resume</li> <li>Conducting a Job Search</li> <li>Interview Skills</li> </ul> <p><b>COURTHOUSE OR FOREST PARK CONFERENCE ROOMS</b></p> <ul style="list-style-type: none"> <li>Online Applications (F. Alaniz)</li> <li>Employer/Employee Interaction (F. Alaniz)</li> <li>Social Media (F. Alaniz)</li> <li>Advanced Internet Search Strategies (F. Alaniz)</li> <li>Training Orientations</li> </ul> <p style="text-align: center;">*****</p> <p style="text-align: center;"><b>ALL events <u>must</u> be scheduled! See the Skills Team!</b></p> <p style="text-align: center;"><b>Computer Skills <u>must</u> be assessed for appropriate scheduling</b></p> <p style="text-align: center;">*****</p>
<p><b>Mousing Skills 8</b> 9:00 – 11:00 am <b>Build a More Effective Resume (Information Session)</b> 1:00 – 3:00 pm</p> <p><b>ENTREPRENEURIAL SERIES</b> FastTrac New Venture: 1-5 pm</p>	<p><b>Basic Computer 9</b> Part 1: 9:00 – 11:00 am <b>Ask the Experts</b> 11:30 am – 12:30 pm</p> <p><b>ENTREPRENEURIAL SERIES</b> FastTrac New Venture: 1-5 pm</p>	<p><b>Intermediate Computer 10</b> 10:00 am – 12:30 pm <b>Interview Skills</b> 2:00 – 4:30 pm</p> <p><b>ENTREPRENEURIAL SERIES</b> FastTrac New Venture: 1-5 pm</p>	<p><b>Basic Computer 11</b> Part 2: 9:00 – 11:00 am</p> <p><b>FOLLOW-UP: Build a More Effective Resume: 11am-1pm</b></p> <hr/> <p><b>ENTREPRENEURIAL SERIES</b> FastTrac New Venture: 1-5 pm</p> <hr/> <p><b>Remediation: 1:00 – 5:00 pm</b></p>	<p><b>Introduction to the Internet (Email/Online Search): 12</b> 9 – 11 am <b>Healthcare Training Orientation</b> 10:00 am–12:00 pm</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <hr/> <p><b>ENTREPRENEURIAL SERIES</b> FastTrac New Venture: 1-5 pm</p> <hr/> <p><b>Special Projects: 1:00 – 5:00 pm</b></p>	
<p><b>Basic Computer 15</b> Part 1: 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 2:00 – 4:30 pm</p>	<p style="text-align: center; font-size: 1.2em;"><b>WORK IT!</b></p> <p style="text-align: center;">(Employer on site) 9:00 am – 2:00 pm</p> <p><b>Remediation: 1:00 – 5:00 pm</b></p>	<p><b>Work Keys 17</b> 9:00 am – 1: 30 pm <b>Build a More Effective Resume (Information Session)</b> 10:00 am – 12:00 pm</p> <p><b>Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention): 2 – 4 pm</b></p> <p><b>Special Projects: 1:00 – 5:00 pm</b></p>	<p><b>Basic Computer 18</b> Part 2: 9:00 – 11:00 am</p> <p><b>Healthcare/General Training Orientation: 10:00am-12:00pm</b></p> <p><b>FOLLOW-UP: Build a More Effective Resume: 11am – 1pm</b></p> <hr/> <p><b>ENTREPRENEURIAL SERIES: Legal Clinic for Entrepreneurs</b> 2:00 – 4:00 pm</p>	<p><b>Job Seeking Skills (Computer Session) 19</b> 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p>	
<p><b>Mousing Skills 22</b> 9:00 – 11:00 am</p> <p><b>Build a More Effective Resume (Information Session)</b> 1:00 – 3:00 pm</p>	<p><b>AEL Orientation 23</b> 8:00 am – 12:00 pm</p>	<p><b>Interview Skills 24</b> 10:00 am – 12:30pm</p>	<p style="background-color: black; color: white; padding: 2px;"><b>*ADVANCED/PROFESSIONAL SERIES</b> 25</p> <p style="background-color: black; color: white; padding: 2px;"><b>#4 Advanced Internet Job Search Strategy (Just Ask Me)</b></p> <p style="background-color: black; color: white; padding: 2px;"><b>8:30 am – 11:30 am</b></p> <p><b>Basic Computer: Part 2: 9:00 – 11:00 am</b></p> <p><b>FOLLOW-UP: Build a More Effective Resume: 11 am – 1 pm</b></p> <p><b>Remediation: 1:00 – 5:00 pm</b></p> <p style="background-color: black; color: white; padding: 2px;"><b>*SESSIONS REQUIRE ADVANCED COMPUTER SKILLS</b></p>	<p><b>Introduction to the Internet (Email/Online Search) 26</b> 9:00 – 11:00 am</p> <p><b>Training Orientation: 10am–12pm</b></p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Special Projects: 1:00 – 5:00 pm</b></p>	
<p><b>Intermediate Computer 29</b> 10:00 am – 12:30 pm</p>	<p><b>Remediation 30</b> 1:00 – 5:00 pm</p>	<p><b>Build a More Effective Resume (Information Session) 31</b> 10:00 am – 12:00 pm</p> <p><b>Special Projects: 1:00 – 5:00 pm</b></p>	<p style="text-align: center;"><b>VOCATIONAL REHABILITATION</b></p> <p style="text-align: center;">Available for scheduled appointments at 9, 10 and 11:00 am on Wednesday, 8/10, 8/17, 8/24 and 8/31. Ask for B. Collaso</p>	<p style="text-align: center; color: red; font-weight: bold;"><b>ALL EVENTS <u>MUST</u> BE SCHEDULED! See the Skills Team!</b></p>	

SLATE AJC is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers in this document may be reached by persons using TTY/TDD equipment via the Missouri Relay Service at 711.