

December 2014 Sessions, Seminars and Classes

| Monday | Tuesday | Wednesday | Thursday | Friday | <u>SESSION LOCATIONS:</u> |
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| <p>Intro to the Internet (Email/Online Search) 1 9:00 – 11:00 am Build a More Effective Resume 1:00 – 3:00 pm</p> | <p>Basic Computer 2 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:00 am – 12:00 pm Remediation: 1:00 – 5:00 pm</p> <p>Intermediate Computer 1:00 – 3:30 pm</p> | <p>Work Keys 3 9:00 am – 1: 30 pm Interview Skills 1:00 – 3:30 pm Job Club (Lifeline) 1:00 – 5:00 pm</p> | <p>Basic Computer 4 Part 2: 9:00 – 11:00 am</p> <p>Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> | <p>Job Seeking Skills 5 9:00 – 11:00 am</p> <p>Training Orientation 10:00 am – 12:00 pm</p> <p>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 • MoHealthWins, Remediation <p>ARCH OR OLD CATHEDRAL CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Build a More Effective Resume <p>ARCH CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Conducting a Job Search • Customer Service • Interview Skills • Networking for Jobs <p>COURTHOUSE CONFERENCE RM</p> <ul style="list-style-type: none"> • Training Orientation <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>ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p>Computer Skills <u>must</u> be assessed for appropriate scheduling</p> |
| <p>ENTREPRENEURSHIP SERIES 8 Fast Trac: Learn How to Open Your Own Business! 9:00 am – 4:00 pm Info or Registration: 314-657-3547</p> | <p>ENTREPRENEURSHIP SERIES 9 Fast Trac: Learn How to Open Your Own Business! 9:00 am – 4:00 pm Info or Registration: 314-657-3547</p> <p>Basic Computer Part 1 : 9:00 – 11:00 am Ask the Experts: 11:00 am – 12:00 pm</p> <p>Remediation 1:00 – 5:00 pm</p> | <p>ENTREPRENEURSHIP SERIES 10 Fast Trac: Learn How to Open Your Own Business! 9:00 am – 4:00 pm Info or Registration: 314-657-3547</p> <p>Intermediate Computer 10:00 am – 12:30 pm</p> <p>Build a More Effective Resume 2:00 – 4:00 pm Job Club (Lifeline) 1:00 – 5:00 pm</p> | <p>ENTREPRENEURSHIP SERIES 11 Fast Trac: Learn How to Open Your Own Business! 9:00 am – 4:00 pm Info or Registration: 314-657-3547</p> <p>Basic Computer Part 2: 9:00 – 11:00 am</p> <p>MoManufacturing Orientation 10:00 am – 12:00 pm Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <p>ENTREPRENEURSHIP SERIES Legal Clinic: 1:00 – 3:00 pm Info or Registration: 314-657-3547</p> | <p>ENTREPRENEURSHIP SERIES 12 Fast Trac: Learn How to Open Your Own Business! 9:00 am – 4:00 pm Info or Registration: 314-657-3547</p> <p>Mousing Skills Club 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm</p> | |
| <p>Intro to the Internet (Email/Online Search) 15 9:00 – 11:00 am Build a More Effective Resume 1:00 – 3:00 pm</p> | <p>Basic Computer 16 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:00 am – 12:00 pm</p> <p>ADVANCED/PROFESSIONAL SERIES Online Applications: 12:30 – 4:30 pm</p> <p>Intermediate Computer: 1:00-3:30 pm Remediation: 1:00 – 5:00 pm</p> | <p>Work Keys 17 9:00 am – 1: 30 pm Conducting a Job Search (Job Goal/Barriers/Applications/ Appearance/Retention): 10:00 am – 12:30 pm Interview Skills 2:00 – 4:30 pm</p> | <p>Basic Computer 18 Part 2: 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm Remediation: 1:00 – 5:00 pm</p> | <p>Job Seeking Skills 19 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 – 5:00 pm</p> | |
| <p>SLATE American Job Center Workshop Winter Break: December 22, 2014 – January 2, 2015</p> | | | | | |
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