

# SLATE Missouri Career Center – Downtown

1520 Market St., St. Louis, MO 63103  
(314) 589-8000



## December 2013 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday
<p><b>Work Keys:</b> 8:00 am – 12:00 pm 2</p>	<p><b>Skills Training Sessions</b> 3 Basic Computer Pt 1: 8:30 am – 10:30 am Pt 2: 11:00 am – 1:00 pm *****Remediation: 1-5p***** Skills Session WR Follow-up: 2:00 pm - 4:00 pm</p>	<p><b>Skills Club</b> 4 Resume Update 10:00am–12:00pm  Customer Service 2:00 – 4:00 pm</p>	<p><b>Skills Training Session</b> 5 Intermediate Computer 10:00 am – 12:30 pm  Skills Session WR Follow-up 2:00 pm - 4:00 pm</p>	<p><b>Customer Service</b> 6 9:00 am - 11:00 am Skills Club Basic Computer Skills Review 11:00 am – 1:00 pm  Job Club (Lifeline): 1:00 – 5:00 pm</p>
<p><b>Workplace Readiness</b> 9 (Job Search/Resumes/Interviewing) 9:00 am – 4:00 pm *****Remediation: 9:00a–1:00p*****  <u>Professional Series</u> Career networking: 1:00 - 3:00 pm</p>	<p><b>Skills Training Sessions</b> 10 Basic Computer Pt 1: 8:30 am – 10:30 am Pt 2: 11:00 am – 1:00 pm <u>Professional Series</u> Resume/Interview Workshop 1:00 – 4:00 pm</p>	<p><b>Skills Club</b> 11 Resume Update: 10:00am–12:00pm <u>Professional Series</u> Online Applications: 1 – 2:30 pm  Customer Service: 2:00 - 4:00 pm  Job Club (Lifeline): 1:00-5:00 pm</p>	<p><b>Skills Session</b> 12 WR Follow-up 10:00 am - 12:00 pm *****Remediation: 1-5p***** Skills Club Interview Skills Club 2:00 - 4:30 pm</p>	<p><b>Skills Training Session</b> 13 Job Seeking Skills: 9:00–11:00 am Skills Club Basic Computer Skills Review 11:00 am – 1:00 pm Customer Service: 2:00 – 4:00 pm  Job Club (JCCP): 1:00 - 5:00 pm</p>
<p><b>Work Keys:</b> 8:00 am – 12:00 pm 16 <b>Skills Club</b> Interview Skills Club: 10:00am-12:30 pm <b>Skills Training Session</b> Intro to the Internet: 2:00 pm-4:00 pm  <u>Professional Series</u> Advanced Professional Workshop 1:00 – 3:00 pm</p>	<p><b>Skills Training Sessions</b> 17 Basic Computer Pt 1: 8:30 am – 10:30 am Pt 2: 11:00 am – 1:00 pm  Skills Session WR Follow-up: 2:00 pm - 4:00 pm  *****Remediation: 1-5p*****</p>	<p><b>Skills Club</b> 18 Resume Update 10:00am–12:00pm  Customer Service 2:00 – 4:00 pm</p>	<p><b>Skills Session</b> 19 WR Follow-up 10:00 am - 12:00 pm  Skills Training Session Intermediate Computer 2:00 pm – 4:30 pm</p>	<p><b>Skills Session</b> 20 Jobs.mo.gov: 9:00-11:00 am Skills Club Basic Computer Skills Review 11:00 am – 1:00 pm Customer Service: 2:00 -4:00 pm  Job Club (Lifeline): 1:00–5:00 pm</p>

**SLATE Career Center Workshop Winter Break: December 23, 2013-January 3, 2014**



### SESSION LOCATIONS:

ALL events are held in the  
JOBS COMPUTER LAB  
EXCEPT  
WORKPLACE READINESS:  
FOREST PARK CONFERENCE ROOM

PROFESSIONAL SERIES:  
MUSEUM CONFERENCE ROOM  
  
CUSTOMER SERVICE  
INTERVIEW SKILLS CLUB:  
ARCH CONFERENCE ROOM

ALL events must  
be scheduled!  
  
**See the Skills Team!**

**Computer Skills**  
**must be assessed**  
**for**  
**appropriate scheduling**

SLATE MCC 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.