

February 2015 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
<p>Intermediate Computer 2 10:00 am – 12:30 pm</p> <p>Build a More Effective Resume 1:00 – 3:00 pm</p>	<p>Basic Computer 3 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm</p> <p>Remediation 1:00 – 5:00 pm</p>	<p>Work Keys 4 9:00 am – 1: 30 pm</p> <p>Job Club (Lifeline) 1:00 – 5:00 pm</p>	<p>Basic Computer 5 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p> <hr/> <p>ADVANCED/PROFESSIONAL SERIES Online Applications: 12:30 – 4:30 pm</p>	<p>Intro to the Internet (Email/Online Search) 6 9:00 – 11:00 am Training Orientation 10:00 – 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 <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 LinkedIn Workshop <p>FOREST PARK CONFERENCE RM</p> <ul style="list-style-type: none"> MoManufacturing Orientation Advanced/Professional Series – F. <p style="text-align: right;">ALANIZ</p> <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>Computer Skills <u>must</u> be assessed for appropriate scheduling</p>
<p>Mousing Skills Club 9 9:00 – 11:00 am</p> <p>Interview Skills 1:00 – 3:30 am</p>	<p>Basic Computer 10 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm</p>	<p>Intermediate Computer 11 10:00 am – 12:30 pm</p> <p>Build a More Effective Resume 2:00 – 4:00 pm</p>	<p>Basic Computer 12 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>Job Seeking Skills 13 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm</p> <p>Job Club (Lifeline) 1:00 – 5:00 pm</p>	
<p>President's Day Holiday 16</p> 	<p>Basic Computer 17 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm</p> <p>Remediation 1:00 – 5:00 pm</p>	<p>Work Keys 18 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</p> <p>Job Club (Lifeline) 1:00 – 5:00 pm</p>	<p>Basic Computer 19 Part 2: 9:00 – 11:00 am</p> <hr/> <p>ADVANCED/PROFESSIONAL SERIES Lunch & Learn 9:00 am – 3:00 pm</p> <hr/> <p>MoManufacturing Orientation 10:00 am – 12:00 pm</p> <hr/> <p>Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p>	<p>Intro to the Internet (Email/Online Search) 20 9:00 – 11:00 am</p> <p>Training Orientation 10:00 – 12:00 pm</p> <p>Basic Computer Skills Review 11:00 am – 1:00 pm</p>	
<p>Mousing Skills Club 23 9:00 – 11:00 am</p> <p>Intermediate Computer 1:00 – 3:30 pm</p>	<p>Basic Computer 24 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm</p> <p>Build a More Effective Resume 2:00 – 4:00 pm</p>	<p>Intermediate Computer 25 10:00 am – 12:30 pm</p> <p>Interview Skills 2:00 – 4:30 pm</p>	<p>Basic Computer 26 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</p> <p>Remediation 1:00 – 5:00 pm</p>	<p>Job Seeking Skills 27 9:00 – 11:00 am</p> <hr/> <p>ADVANCED/PROFESSIONAL SERIES LinkedIn Workshop: 9:00 – 10:30 am</p> <hr/> <p>Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline) 1:00 – 5:00 pm</p>	

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.

