

February 2016 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
Job Seeking Skills 1 9:00 – 11:00 am Intermediate Computer 1:00 – 3:30 pm	Basic Computer 2 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm Mousing Skills 2:00 – 4:00 pm Remediation: 1:00 – 5:00 pm	Work Keys 3 9:00 am – 1: 30 pm Interview Skills 10:00 am – 12:30 pm Build a More Effective Resume (Information Session) 2:00 – 4:00 pm Special Projects: 1:00 – 5:00 pm	Basic Computer 4 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm	Build a More Effective Resume (Information Session) 5 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm	<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, Special Projects • WORK IT! • AEL Orientation • Community College Orientation <p>ARCH CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Build a More Effective Resume • Conducting a Job Search • Interview Skills <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"> • Lunch & Learn – F. ALANIZ <p style="text-align: center;">*****</p> <p style="text-align: center;">ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p style="text-align: center;">Computer Skills <u>must</u> be assessed for appropriate scheduling</p> <p style="text-align: center;">*****</p>
8	Basic Computer 9 Part 1 : 9:00 – 11:00 am Ask the Experts 11:30 am – 12:30 pm Build a More Effective Resume (Information Session) 2:00 – 4:00 pm	Intermediate Computer 10 10:00 am – 12:30 pm Conducting a Job Search (Job Goal/Barriers/Applications/ Appearance/Retention) 2:00 – 4:30 pm	ADVANCED/PROFESSIONAL SERIES 11 Lunch & Learn: 8:30 am – 4:00 pm <hr/> Basic Computer 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	Intro to the Internet (Email/Online Search) 12 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	
President's Day Holiday 15 	Basic Computer 16 Part 1 : 9:00 – 11:00 am Intermediate Computer 1:00 – 3:30 pm Remediation: 1:00 – 5:00 pm	Work Keys 17 9:00 am – 1: 30 pm Build a More Effective Resume (Information Session) 10:00 am – 12:00 pm Interview Skills 2:00 – 4:30 pm Special Projects: 1:00 – 5:00 pm	ADVANCED/PROFESSIONAL SERIES 18 Social Media: 8:30 am – 11:00 am <hr/> Basic Computer Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm	Job Seeking Skills 19 9:00 – 11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm	
Basic Computer 22 Part 1 : 9:00 – 11:00 am Mousing Skills 1:00 – 3:00 pm	AEL Orientation 23 8:00 am – 12:00 pm WORK IT! 9:00 am – 2:00 pm	Intermediate Computer 24 10:00 am – 12:30 pm Build a More Effective Resume (Information Session) 2:00 – 4:00 pm	ADVANCED/PROFESSIONAL SERIES 25 Lunch & Learn: 8:30 am – 4:00 pm <hr/> Basic Computer 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	Intro to the Internet (Email/Online Search) 26 9:00 – 11:00 am Training Orientation 10:00 am – 12:00 pm Basic Computer Skills Review 11:00 am – 1:00 pm Special Projects: 1:00 – 5:00 pm	
VOCATIONAL REHABILITATION Available for scheduled appointments at 9, 10 and 11:00 am on Thursday, 2/4, 2/11, 2/18 and 2/25 Ask for B. Collaso				<p style="text-align: center;">ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p style="text-align: center;">Computer Skills <u>must</u> be assessed for appropriate scheduling.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>	