

## January 2015 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
<p><b>Mousing Skills Club</b> 5 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 1:00 – 3:30 pm</p>	<p><b>Basic Computer</b> 6 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Work Keys</b> 7 9:00 am – 1: 30 pm</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p> <p><b>Job Club (Lifeline)</b> 1:00 – 5:00 pm</p>	<p><b>Basic Computer</b> 8 Part 2: 9:00 – 11:00 am</p> <hr/> <p><b>MoManufacturing Orientation</b> 10:00 am – 12:00 pm</p> <hr/> <p><b>Follow-up: Build a More Effective Resume</b> 11:00 am – 1:00 pm</p>	<p><b>Intro to the Internet (Email/Online Search)</b> 9 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, JCCP/Lifeline</li> <li>MoHealthWins, Remediation</li> </ul> <p><b>ARCH OR OLD CATHEDRAL CONFERENCE ROOM</b></p> <ul style="list-style-type: none"> <li>Build a More Effective Resume</li> </ul> <p><b>ARCH CONFERENCE ROOM</b></p> <ul style="list-style-type: none"> <li>Conducting a Job Search</li> <li>Customer Service</li> <li>Interview Skills</li> <li>Networking for Jobs</li> </ul> <p><b>COURTHOUSE CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>Training Orientation</li> <li>LinkedIn Workshop</li> </ul> <p><b>FOREST PARK CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>MoManufacturing Orientation</li> <li>Advanced/Professional Series – F. ALANIZ</li> </ul> <p>Vocational Rehabilitation Appointments: Ask for B. Collaso *****</p> <p><b>ALL events <u>must</u> be scheduled! See the Skills Team!</b></p> <p><b>Computer Skills <u>must</u> be assessed for appropriate scheduling</b></p>
<p><b>Interview Skills</b> 12 9:00 – 11:30 am</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer</b> 13 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <hr/> <p><b>ADVANCED/PROFESSIONAL SERIES</b> Online Applications: 12:30 – 4:30 pm</p>	<p><b>Intermediate Computer</b> 14 10:00 am – 12:30 pm</p>	<p><b>Basic Computer</b> 15 Part 2: 9:00 – 11:00 am <b>Training Orientation</b> 10:00 – 12:00 pm</p> <hr/> <p><b>Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</b> <b>Remediation: 1:00 – 5:00 pm</b></p>	<p><b>Job Seeking Skills</b> 16 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Job Club (Lifeline): 1:00 – 5:00 pm</b></p>	
<p><b>Martin Luther King Holiday</b> 19</p> 	<p><b>Basic Computer</b> 20 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Work Keys</b> 21 9:00 am – 1: 30 pm</p> <p><b>Conducting a Job Search</b> (Job Goal/Barriers/Applications/ Appearance/Retention): 10:00 am – 12:30 pm</p> <p><b>Build a More Effective Resume</b> 2:00 – 4:00 pm</p> <p><b>Job Club (Lifeline): 1:00 – 5:00 pm</b></p>	<p><b>Basic Computer</b> 22 Part 2: 9:00 – 11:00 am</p> <hr/> <p><b>Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</b></p> <hr/> <p><b>ADVANCED/PROFESSIONAL SERIES</b> Online Applications: 12:30 – 4:30 pm</p>	<p><b>Intro to the Internet (Email/Online Search)</b> 23 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p>	
<p><b>Mousing Skills Club</b> 26 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 1:00 – 3:30 pm</p>	<p><b>Basic Computer</b> 27 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <p><b>Build a More Effective Resume</b> 2:00 – 4:00 pm</p>	<p><b>Intermediate Computer</b> 28 10:00 am – 12:30 pm</p> <p><b>Interview Skills</b> 2:00 – 4:30 pm</p>	<p><b>Basic Computer</b> 29 Part 2: 9:00 – 11:00 am</p> <hr/> <p><b>Follow-up: Build a More Effective Resume: 11:00 am – 1:00 pm</b></p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Job Seeking Skills</b> 30 9:00 – 11:00 am</p> <hr/> <p><b>ADVANCED/PROFESSIONAL SERIES</b> <b>LinkedIn Workshop: 9:00 – 10:30 am</b></p> <hr/> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Job Club (Lifeline): 1:00 – 5:00 pm</b></p>	