

## June 2015 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	SESSION LOCATIONS:
<p><b>Mousing Skills Club</b> 1 9:00 – 11:00 am</p> <p><b>ICCS (Introduction to Career Center Services)</b> 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 1:00 pm – 3:30 pm</p>	<p><b>Basic Computer</b> 2 Part 1 : 9:00 – 11:00 am</p> <p><b>Ask the Experts</b> 11:30 am – 12:30 pm</p>	<p><b>Work Keys</b> 3 9:00 am – 1: 30 pm</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer</b> 4 Part 2: 9:00 – 11:00 am</p> <p><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Job Seeking Skills</b> 5 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Special Projects</b> 1:00 – 5:00 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, Special Projects</li> <li><b>WORK IT!</b></li> </ul> <p><b>ARCH CONFERENCE ROOM</b></p> <ul style="list-style-type: none"> <li>Build a More Effective Resume</li> <li>Conducting a Job Search</li> <li>Interview Skills</li> </ul> <p><b>COURTHOUSE CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>Training Orientation</li> <li>LinkedIn Workshop</li> <li>ICCS</li> <li>Just Ask Me</li> </ul> <p><b>FOREST PARK CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>Lunch &amp; Learn – 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>*****</p> <p style="text-align: center;"><b>Sunday, June 21st</b></p>
<p><b>Build a More Effective Resume</b> 8 9:00 – 11:00 pm</p> <p><b>Intermediate Computer</b> 1:00 – 3:30 pm</p>	<p><b>Basic Computer</b> 9 Part 1 : 9:00 – 11:00 am</p> <p><b>Ask the Experts</b> 11:30 am – 12:30 pm</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>Interview Skills</b> 10 10:00 am – 12:30 pm</p> <p><b>Special Projects</b> 1:00 – 5:00 pm</p>	<p><b>Basic Computer</b> 11 Part 2: 9:00 – 11:00 am</p> <p><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm</p> <hr/> <p><b>ENTREPRENEURSHIP SERIES</b> <b>Legal Clinic:</b> 1:00 – 3:00 pm Info or registration-314-657-3547</p>	<p><b>Intro to the Internet (Email/Online Search)</b> 12 9:00 – 11:00 am</p> <p><b>Training Orientation:</b> 10:00am – 12:00pm</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p>	
<p><b>Mousing Skills Club</b> 15 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 1:00 pm – 3:30 pm</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer</b> 16 Part 1 : 9:00 – 11:00 am</p> <p><b>Ask the Experts</b> 11:30 am – 12:30 pm</p> <p><b>Basic Computer</b> Part 2: 2:00 – 4:00 pm</p>	<p><b>Work Keys</b> 17 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>OJT Workshop</b> 10:00 – 11:00 am</p> <p><b>Special Projects:</b> 1:00 – 5:00 pm</p>	<p><b>Basic Computer</b> 18 Part 2: 9:00 – 11:00 am</p> <p><b>ICCS (Introduction to Career Center Services)</b> 9:00 – 11:00 am</p> <p><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>ADVANCED/PROFESSIONAL SERIES 19</b> <b>Just Ask Me:</b> 8:30 – 10:30 am</p> <hr/> <p><b>Job Seeking Skills</b> 9:00 – 11:00 am</p> <p><b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Special Projects</b> 1:00 – 5:00 pm</p>	
<p><b>Mousing Skills Club</b> 22 9:00 – 11:00 am</p> <p><b>Intermediate Computer</b> 1:00 - 3:30 pm</p>	<p><b>Basic Computer</b> 23 Part 1 : 9:00 – 11:00 am</p> <p><b>Remediation</b> 1:00 – 5:00 pm</p>	<p><b>ADVANCED/PROFESSIONAL SERIES 24</b> <b>Lunch &amp; Learn:</b> 9:00 am – 3:00 pm</p> <hr/> <p><b>Build a More Effective Resume</b> 9:00 – 11:00 am</p> <p><b>Special Projects</b> 1:00 – 5:00 pm</p>	<p><b>ENTREPRENEURSHIP SERIES 25</b> <b>Legal Clinic</b> 1:00 – 3:00 pm Info or registration-314-657-3547</p>	<p><b>Intro to the Internet (Email/Online Search)</b> 26 9:00 – 11:00 am</p> <hr/> <p><b>ADVANCED/PROFESSIONAL SERIES</b> <b>LinkedIn Workshop:</b> 9:00 – 11:00 am</p> <p><b>Training Orientation:</b> 10:00am – 12:00pm</p>	
<p><b>WORK IT!</b> 29 9:00 am – 2:00 pm</p> <p><b>Intermediate Computer</b> 10:00 am - 12:30 pm</p> <p><b>Build a More Effective Resume</b> 2:00 – 4:00 pm</p>	<p><b>Basic Computer</b> 30 Part 1 : 9:00 – 11:00 am</p> <p><b>Ask the Experts</b> 11:30 am – 12:30 pm</p> <p><b>Interview Skills</b> 2:00 – 4:30 pm</p>	<p><b>Vocational Rehabilitation:</b> Available for scheduled appointments at 9, 10, and 11:00am on Thursday, 6/4, 6/11, 6/18 and 6/25.</p> <p style="text-align: center;">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>		