

## March 2014 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	<u>SESSION LOCATIONS:</u>
<i>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.</i>					<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</li> <li>• Job Seeking Skills</li> <li>• JCCP/Lifeline</li> <li>• MoHealthWins</li> <li>• Remediation</li> <li>• Work Keys</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 Club</li> </ul> <p><b>FOREST PARK CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>• Introduction to Career Center Svcs</li> </ul> <p><b>COURTHOUSE CONFERENCE RM</b></p> <ul style="list-style-type: none"> <li>• Professional Series</li> <li>• Training Orientation</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 must be assessed for appropriate scheduling</b> *****</p> <p style="text-align: right;"><b>Don't forget to spring forward on March 9th!</b></p>
<p><b>MoHealthWins Information Session 3</b> 8:45 am – 12:00 pm <b>Interview Skills Club</b> 9:00 – 11:30 am</p> <p><b>Customer Service Blitz</b> 9-11am, 11am-1pm, 2-4pm</p>	<p><b>Basic Computer 4</b> Part 1 : 9:00 – 11:00 am <b>Ask the Experts:</b> 11:30a – 12:30p <b>Vocational Rehab:</b> 1:15 - 3:15pm <b>Remediation:</b> 1:00 – 5:00 pm <u>Professional Series</u> <b>Online Applications</b> 1:00 – 3:00 pm</p>	<p><b>Work Keys 5</b> 9:00 am – 1: 00 pm <b>Customer Service</b> 10:00 am – 12:00 pm <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 6</b> Part 2: 9:00 – 11:00 am <b>Follow-up: Build a More Effective Resume</b> – 11:00 am – 1:00 pm</p> <p><u>Professional Series</u> <b>Interview/Resume Workshop</b> 1:00 – 4:00 pm</p>	<p><b>Job Seeking Skills 7</b> 9:00 – 11:00 am <b>Training Orientation</b> 10:00 am – 12:00 pm <b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Job Club (JCCP):</b> 1:00 – 5:00 pm</p>	
<p><b>MoHealthWins Information Session 10</b> 8:45 am – 12:00 pm <b>Conducting a Job Search</b> <small>(Job Goal/Barriers/Applications/Appearance/Retention)</small> 9:00 – 11:00 am <b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer 11</b> Part 1 : 9:00 – 11:00 am <b>Ask the Experts:</b> 11:30a – 12:30p <b>Customer Service</b> 2:00 – 4:00 pm</p> <p><b>Vocational Rehab:</b> 1:15 – 3:15pm</p>	<p><b>Intermediate Computer 12</b> 10:00 am – 12:30 pm</p> <p><b>Basic Computer</b> Part 1 : 2:00 – 4:00 pm</p>	<p><b>Basic Computer 13</b> Part 2: 9:00 – 11:00 am <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>Mousing Skills Club 14</b> 9:00 – 11:00 am <b>Training Orientation</b> 10:00 am – 12:00 pm <b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Job Club (Lifeline):</b> 1:00 – 5:00 pm</p>	
<p><b>MoHealthWins Information Session 17</b> 8:45 am – 12:00 pm <b>Interview Skills Club</b> 9:00 – 11:30 am</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer 18</b> Part 1 : 9:00 – 11:00 am <b>Ask the Experts:</b> 11:30a – 12:30p</p> <p><b>Vocational Rehab:</b> 1:15 – 3:15pm</p> <p><b>Remediation:</b> 1:00 – 5:00 pm</p>	<p><b>Work Keys 19</b> 9:00 am – 1: 00 pm <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 20</b> Part 2: 9:00 – 11:00 am <b>Follow-up: Build a More Effective Resume</b> – 11:00 am – 1:00 pm</p>	<p><b>Intro to Career Center Svcs 21</b> 9:00 – 11:00 am <b>Intro to the Internet:</b> 9:00 – 11:00 am <b>Training Orientation</b> 10:00 am – 12:00 pm <b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm <b>Job Club (JCCP)</b> 1:00 – 5:00 pm</p>	
<p><b>MoHealthWins Information Session 24</b> 8:45 am – 12:00 pm <b>Conducting a Job Search</b> <small>(Job Goal/Barriers/Applications/Appearance/Retention)</small> 9:00 – 11:00 am</p> <p><b>Build a More Effective Resume</b> 1:00 – 3:00 pm</p>	<p><b>Basic Computer 25</b> Part 1 : 9:00 – 11:00 am <b>Ask the Experts:</b> 11:30a – 12:30p <b>Customer Service</b> 2:00 – 4:00 pm</p> <p><b>Vocational Rehab:</b> 1:15 - 3:15pm</p>	<p><b>Intermediate Computer 26</b> 10:00 am – 12:30 pm</p> <p><b>Basic Computer</b> Part 1 : 2:00 – 4:00 pm</p>	<p><b>Basic Computer 27</b> Part 2: 9:00 – 11:00 am <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>Mousing Skills Club 28</b> 9:00 – 11:00 am <b>Training Orientation</b> 10:00 am – 12:00 pm <b>Basic Computer Skills Review</b> 11:00 am – 1:00 pm</p> <p><b>Job Club (Lifeline):</b> 1:00 – 5:00 pm</p>	

