

## March 2015 Sessions, Seminars and Classes

| Monday   | Tuesday   | Wednesday   | Thursday   | Friday   | <u>SESSION LOCATIONS:</u>  |
|--|---|---|--|--|--|
| <b>Mousing Skills Club</b> 2<br>9:00 – 11:00 am<br><br><b>Intermediate Computer</b><br>1:00 – 3:30 pm                | <b>Basic Computer</b> 3<br>Part 1 : 9:00 – 11:00 am<br><b>Ask the Experts</b><br>11:30 am – 12:30 pm<br><b>Remediation</b><br>1:00 – 5:00 pm  | <b>Work Keys</b> 4<br>9:00 am – 1: 30 pm<br><b>Build a More Effective Resume</b><br>1:00 – 3:00 pm<br><b>Job Club (Lifeline)</b><br>1:00 – 5:00 pm  | <b>Basic Computer</b> 5<br>Part 2: 9:00 – 11:00 am<br><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm<br><hr/> <b>Entrepreneurship Series</b><br><b>Legal Clinic:</b> 1:00 – 3:00 pm<br>Info or registration-314-657-3547  | <b>Intro to the Internet (Email/Online Search)</b> 6<br>9:00 – 11:00 am<br><br><b>Basic Computer Skills Review</b><br>11:00 am – 1:00 pm   | <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> </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> <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:<br/>Ask for B. Collaso<br/>*****</p> <p><b>ALL events <u>must</u> be scheduled!<br/>See the Skills Team!</b></p> <p><b>Computer Skills <u>must</u> be assessed for appropriate scheduling</b></p> <p>*****</p> <p><b>Don't forget to change your clocks...<br/>Spring forward on March 8th!</b></p> |
| <b>Mousing Skills Club</b> 9<br>9:00 – 11:00 am<br><br><b>Build a More Effective Resume</b><br>1:00 – 3:00 pm        | <b>Basic Computer</b> 10<br>Part 1 : 9:00 – 11:00 am<br><b>Ask the Experts:</b> 11:30 am – 12:30 pm<br><hr/> <b>Advanced/Professional Series</b><br>Lunch & Learn: 9:00 am – 3:00 pm<br><hr/> <b>Basic Computer: Part 2:</b> 2:00 – 4:00 pm                                   | <b>Intermediate Computer</b> 11<br>10:00 am – 12:30 pm<br><br><b>Interview Skills</b><br>2:00 – 4:30 pm   | <b>Basic Computer</b> 12<br>Part 2: 9:00 – 11:00 am<br><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm<br><b>Remediation</b><br>1:00 – 5:00 pm   | <b>Job Seeking Skills</b> 13<br>9:00 – 11:00 am<br><b>Training Orientation:</b> 9:00 – 11:00 am<br><b>Basic Computer Skills Review</b><br>11:00 am – 1:00 pm<br><b>Job Club (Lifeline):</b> 1:00 – 5:00 pm |  |
| <b>Intermediate Computer</b> 16<br>10:00 am – 12:30 pm<br><br><b>Build a More Effective Resume</b><br>2:00 – 4:00 pm | <b>Basic Computer</b> 17<br>Part 1 : 9:00 – 11:00 am<br><b>Ask the Experts</b><br>11:30 am – 12:30 pm<br><b>Remediation</b><br>1:00 – 5:00 pm   | <b>Work Keys</b> 18<br>9:00 am – 1: 30 pm<br><br><b>Conducting a Job Search</b><br>(Job Goal/Barriers/Applications/<br>Appearance/Retention)<br>10:00 am – 12:30 pm<br><br><b>Job Club (Lifeline)</b><br>1:00 – 5:00 pm   | <b>Basic Computer</b> 19<br>Part 2: 9:00 – 11:00 am<br><hr/> <b>Advanced/Professional Series</b><br>Lunch & Learn: 9:00 am – 3:00 pm<br><hr/> <b>MoManufacturing Orientation</b><br>10:00 am – 12:00 pm<br><hr/> <b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm<br><hr/> <b>Entrepreneurship Series</b><br><b>Legal Clinic:</b> 1:00 – 3:00 pm<br>Info or registration-314-657-3547 | <b>Intro to the Internet (Email/Online Search)</b> 20<br>9:00 – 11:00 am<br><br><b>Basic Computer Skills Review</b><br>11:00 am – 1:00 pm  |  |
| <b>Intermediate Computer</b> 23<br>1:00 – 3:30 pm  | 24  | <b>Intermediate Computer</b> 25<br>10:00 am – 12:30 pm<br><b>Build a More Effective Resume</b><br>2:00 – 4:00 pm  | <b>Basic Computer</b> 26<br>Part 2: 9:00 – 11:00 am<br><b>Follow-up: Build a More Effective Resume:</b> 11:00 am – 1:00 pm<br><b>Remediation:</b> 1:00 – 5:00 pm   | <b>Job Seeking Skills</b> 27<br>9:00 – 11:00 am<br><b>Training Orientation:</b> 9:00 – 11:00 am<br><b>Basic Computer Skills Review</b><br>11:00 am – 1:00 pm<br><b>Job Club (Lifeline):</b> 1:00 – 5:00 pm |  |
| <b>Intermediate Computer</b> 30<br>10:00 – 12:30 pm<br><br><b>Build a More Effective Resume</b><br>2:00 – 4:00 pm    | <b>Basic Computer</b> 31<br>Part 1 : 9:00 – 11:00 am<br><hr/> <b>ADVANCED/PROFESSIONAL SERIES</b><br>LinkedIn Workshop: 9:00 – 10:30 am<br><hr/> <b>Ask the Experts:</b> 11:30 am – 12:30 pm<br><b>Interview Skills:</b> 2:00 – 4:30 pm<br><b>Remediation:</b> 1:00 – 5:00 pm | <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><b>Vocational Rehabilitation:</b></p> <p>Available for scheduled appointments every Thursday in March at 9, 10, and 11:00am – Ask for B. Collaso</p> |  |  |  |