

SLATE Missouri Career Center – Downtown

1520 Market St., St. Louis, MO 63103

(314) 589-8000



May 2012 Sessions, Seminars, Classes and Events

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
		Skills Club Resume Update Skills Club 10:00 am – 12:00 Noon (Jobs Computer Lab) Skills Training Session Basic Computer Pt 1: 2:00–4:00 pm	Skills Training Sessions Intermediate Computer 10:00 am – 12:30 pm Intro to the Internet Computer Skills 2:00 – 4:00 pm	Skills Clubs Basic Computer Skills Follow-Up 10:00 am – 12:00 Noon Intermediate Computer Skills Follow-Up 1:00 pm – 3:00 pm
7	8	9	10	11
Preparation Session Workplace Readiness (Resumes & Interviewing) 9:00 am – 4:00 pm	Skills Training Sessions Basic Computer Part 1: 8:30 am – 10:30am Part 2: 10:30 am – 12:30 pm	Skills Clubs Interview Skills Club 10:00 am – 12:00 Noon Virtual Interview Skills Club 1:00 pm – 3:00 pm (Jobs Computer Lab)	Skills Club WR Follow-up Appointments-JM 10:30 am – 12:30 pm	
14	15	16	17	18
Skills Training Sessions Basic Computer Part 1: 8:30 am – 10:30 am Part 2: 10:30 am – 12:30 pm	Skills Training Sessions Basic Computer Part 1: 8:30 am – 10:30am Part 2: 10:30 am – 12:30 pm Job Seeking Skills (Computer) 2:00 – 4:00 pm	Skills Clubs Resume Update Skills Club 10:00 am – 12:00 Noon Skills Training Session Basic Computer Pt 2: 2:00–4:00 pm	Skills Training Sessions Intermediate Computer 10:00 am – 12:30 pm Intro to the Internet Computer Skills 2:00 – 4:00 pm	Skills Clubs Basic Computer Skills Follow-Up 10:00 am – 12:00 Noon Intermediate Computer Skills Follow-Up 1:00 pm – 3:00 pm
21	22	23	24	25
Preparation Session Workplace Readiness (Resumes & Interviewing) 9:00 am – 4:00 pm	Skills Training Sessions Basic Computer Part 1: 8:30 am – 10:30am Part 2: 10:30 am – 12:30 pm	Skills Clubs Interview Skills Club 10:00 am – 12:00 Noon Virtual Interview Skills Club 1:00 pm – 3:00 pm (Jobs Computer Lab)	Skills Club WR Follow-up Appointments-JM 10:30 am – 12:30 pm	Skills Club MCS (Missouri Career Source) (Jobs Computer Lab) 10a-Noon Skills Training Session Career Exploration/Career Networking – 2:00-4:00 pm
28	29	30	31	
HOLIDAY	Skills Training Sessions Basic Computer Part 1: 8:30 am – 10:30am Part 2: 10:30 am – 12:30 pm Job Seeking Skills (Computer) 2:00 – 4:00 pm	Skills Clubs Resume Update Skills Club 10:00 am – 12:00 Noon	Skills Training Sessions Intermediate Computer 10:00 am – 12:30 pm Intro to the Internet Computer Skills 2:00 – 4:00 pm	

Computer classes will be held in the Jobs Computer Lab, Workplace Readiness will be held in the Arch Conference Room

SLATE is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.