

SLATE Missouri Career Center – Downtown

1520 Market St., St. Louis, MO 63103
(314) 589-8000



November 2013 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday
<p><u>SESSION LOCATIONS:</u> ALL events are held in the JOBS COMPUTER LAB EXCEPT <u>WORKPLACE READINESS:</u> FOREST PARK CONFERENCE ROOM</p>	<p>PROFESSIONAL SERIES: MUSEUM CONFERENCE ROOM</p> <p>CUSTOMER SERVICE INTERVIEW SKILLS CLUB: ARCH CONFERENCE ROOM</p>	<p>ALL events <u>must</u> be scheduled!</p> <p>See the Skills Team!</p>	<p>Computer Skills must be assessed for appropriate scheduling</p>	<p>Skills Club 1 Basic Computer Skills Review 11:00 am – 1:00 pm</p> <p>Job Club (JCCP): 1:00 – 5:00 pm</p>
<p>Work Keys: 8:00 am – 12:00 pm 4 Workplace Readiness (Job Search/Resumes/Interviewing) 9:00 am – 4:00 pm *****Remediation: 9:00a-1:00p***** Professional Series Career networking: 1:00-3:00 pm</p>	<p>Skills Training Sessions 5 Basic Computer Pt 1: 8:30 am – 10:30 am Pt 2: 11:00 am – 1:00 pm *****Remediation: 1-5p*****</p>	<p>Skills Clubs 6 Resume Update 10:00am-12:00pm Interview Skills Club 2:00-4:30 pm</p>	<p>Skills Training Session 7 Intermediate Computer 10:00 am – 12:30 pm Skills Session WR Follow-up 2:00pm-4:00pm</p>	<p>Skills Training Session 8 Job Seeking Skills: 9:00-11:00 am Skills Club Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 - 5:00 pm</p>
<p>Veterans Day Holiday 11 </p>	<p>Skills Training Sessions 12 Basic Computer Pt 1: 8:30-10:30am/Pt 2: 11a-1p Skills Session: WR Follow-up 2p-4p Professional Series Online Applications: 1:00-2:30 pm Interview Roundtable: 2:30-4:00 pm</p>	<p>Skills Club 13 Resume Update 10:00am-12:00pm Customer Service 2:00 – 4:00 pm Job Club (Lifeline): 1:00 – 5:00pm</p>	<p>Skills Session 14 WR Follow-up: 10:00 am-12:00pm Customer Service 2:00 pm – 4:00 pm *****Remediation: 1-5p*****</p>	<p>Skills Session 15 WR Follow-up: 9:00-11:00 am Skills Club Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (JCCP): 1:00 – 5:00 pm</p>
<p>Work Keys: 8:00 am – 12:00 pm 18 Workplace Readiness (Job Search/Resumes/Interviewing) 9:00 am – 4:00 pm **** Remediation: 9:00 am-1:00 pm**** Professional Series Online Applications: 1:00-2:30 pm Interview Roundtable: 2:30-4:00 pm</p>	<p>Skills Training Sessions 19 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm *****Remediation: 1-5p*****</p>	<p>Skills Club 20 Resume Update 10:00 am-12:00 pm Customer Service 2:00 – 4:00 pm</p>	<p>Skills Session 21 WR Follow-up 10:00am-12:00pm Skills Training Session Intermediate Computer 2:00 pm – 4:30 pm</p>	<p>Skills Clubs 22 Jobs.mo.gov 9:00-11:00 am Basic Computer Skills Review 11:00 am – 1:00 pm Job Club (Lifeline): 1:00 - 5:00 pm</p>
<p>Skills Training Session 25 Intro to the Internet 10:00 am-12:00 pm Skills Club Interview Skills Club: 2:00 – 4:30 pm Professional Series Advanced Professional Workshop 1:00 pm – 3:00 pm</p>	<p>Skills Training Sessions 26 Basic Computer Part 1: 8:30 am – 10:30am Part 2: 11:00 am – 1:00 pm Customer Service 2:00 pm – 4:00 pm</p>	<p>Skills Club 27 Resume Update 10:00 am-12:00 pm Job Club (Lifeline) 1:00 – 5:00pm</p>	<p>Thanksgiving Holidays 28/29 </p>	

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.