

November 2014 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	<u>SESSION LOCATIONS:</u>
<p>Intro to the Internet (Email/Online Search) 3 9:00 – 11:00 am</p> <p>Build a More Effective Resume 1:00 – 3:00 pm</p>	<p style="text-align: center;">ELECTION DAY 4</p> <p style="text-align: center;">Basic Computer Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <p style="text-align: center;">Remediation: 1:00 – 5:00 pm</p>	<p style="text-align: center;">Work Keys 5 9:00 am – 1: 30 pm Interview Skills 10:00 – 12:30 am</p> <p style="text-align: center;">Job Club (Lifeline): 1:00 – 5:00 pm</p>	<p style="text-align: center;">Basic Computer 6 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">ADVANCED/PROFESSIONAL SERIES Online Applications 12:30 – 4:30 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Intermediate Computer 2:00 – 4:30 pm</p>	<p style="text-align: center;">Job Seeking Skills 7 9:00 – 11:00 am</p> <p style="text-align: center;">Training Orientation 10:00 am – 12:00 pm</p> <p style="text-align: center;">Basic Computer Skills Review 11:00 am – 1:00 pm</p>	<p>JOBS COMPUTER LAB</p> <ul style="list-style-type: none"> • Basic Computer 1, 2/Mousing/Skills Review/Ask the Experts • Follow-up for Build/Resume • Intermediate Computer • Intro to the Internet, Work Keys • Job Seeking Skills, JCCP/Lifeline • MoHealthWins, Remediation <p>ARCH OR OLD CATHEDRAL CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Build a More Effective Resume <p>ARCH CONFERENCE ROOM</p> <ul style="list-style-type: none"> • Conducting a Job Search • Customer Service • Interview Skills • Networking for Jobs <p>COURTHOUSE CONFERENCE RM</p> <ul style="list-style-type: none"> • Training Orientation • Advanced/Professional Series – F. ALANIZ <p>FOREST PARK CONFERENCE RM</p> <ul style="list-style-type: none"> • MoManufacturing Orientation <p>Vocational Rehabilitation Appointments: Ask for B. Collaso *****</p> <p style="text-align: center;">ALL events <u>must</u> be scheduled! See the Skills Team!</p> <p style="text-align: center;">Computer Skills <u>must</u> be assessed for appropriate scheduling</p>
<p style="text-align: center;">ENTREPRENEURSHIP SERIES 10 Starting a Business in Missouri 9:00 am – 12:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Networking for Jobs 10:00 – 11:00 am</p>	<p style="text-align: center;">Veteran's Day Holiday 11</p> 	<p style="text-align: center;">ENTREPRENEURSHIP SERIES 12 The Basics of Writing a Business Plan 9:00 am – 12:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Intermediate Computer 10:00 am – 12:30 pm Build a More Effective Resume 2:00 – 4:00 pm</p>	<p style="text-align: center;">Basic Computer 13 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">ENTREPRENEURSHIP SERIES Legal Clinic 1:00 – 3:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Remediation: 1:00 – 5:00 pm</p>	<p style="text-align: center;">Mousing Skills Club 14 9:00 – 11:00 am</p> <p style="text-align: center;">Basic Computer Skills Review 11:00 am – 1:00 pm</p> <p style="text-align: center;">Job Club (Lifeline): 1:00 – 5:00 pm</p>	
<p style="text-align: center;">Interview Skills 17 9:00 – 11:30 am</p> <p style="text-align: center;">Intermediate Computer 1:00 – 3:30 pm</p>	<p style="text-align: center;">Basic Computer 18 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <p style="text-align: center;">Remediation: 1:00 – 5:00 pm</p> <p style="text-align: center;">Vocational Rehab: 1:15 – 3:15 pm</p>	<p style="text-align: center;">Work Keys 19 9:00 am – 1: 30 pm Customer Service: 10:00am–12:00 pm Build a More Effective Resume 1:00 – 3:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">ENTREPRENEURSHIP SERIES Third Party Contracts and Commercial Leases 3:00 – 5:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">Job Club (Lifeline): 1:00 – 5:00 pm</p>	<p style="text-align: center;">Basic Computer 20 Part 2: 9:00 – 11:00 am Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <hr style="border: 1px solid black;"/> <p style="text-align: center;">ADVANCED/PROFESSIONAL SERIES Online Applications 12:30 – 4:30 pm</p>	<p style="text-align: center;">Intro to the Internet (Email/Online Search) 21 9:00 – 11:00 am</p> <p style="text-align: center;">Training Orientation 10:00 am – 12:00 pm</p> <p style="text-align: center;">Basic Computer Skills Review 11:00 am – 1:00 pm</p>	
<p style="text-align: center;">Job Seeking Skills 24 9:00 – 11:00 am</p> <p style="text-align: center;">Build a More Effective Resume 1:00 – 3:00 pm</p> <p style="text-align: center;">Networking for Jobs 2:00 – 3:00 pm</p>	<p style="text-align: center;">Basic Computer 25 Part 1 : 9:00 – 11:00 am Ask the Experts: 11:30 am – 12:30 pm</p> <p style="text-align: center;">Vocational Rehab: 1:15 – 3:15 pm</p> <p style="text-align: center;">Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 2:00 – 4:30 pm</p>	<p style="text-align: center;">Intermediate Computer 26 10:00 am – 12:30 pm</p> <p style="text-align: center;">Basic Computer Part 1 : 2:00 – 4:00 pm</p>	<p style="text-align: center;">Thanksgiving Holidays 27/28</p> 		