

September 2014 Sessions, Seminars and Classes

Monday	Tuesday	Wednesday	Thursday	Friday	<u>SESSION LOCATIONS:</u>
<p>Labor Day Holiday 1</p> 	<p>Networking for Jobs 2 10:00 – 11:00 am</p> <p>Remediation: 1:00 – 5:00 pm</p> <p>Vocational Rehab: 1:15 - 3:15 pm</p>	<p>Work Keys 3 9:00 am – 1: 30 pm</p> <p>Interview Skills 10:00 am-12:30 pm</p> <p>Job Club (Lifeline): 1:00 – 5:00 pm</p> <p>Build a More Effective Resume 2:00 – 4:00 pm</p>	<p>Basic Computer 4 Part 2: 9:00 – 11:00 am</p> <p>MoManufacturing Orientation 9:00 – 11:00 am</p> <p>Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <hr/> <p><u>ENTREPRENEURSHIP SERIES</u> Legal Clinic 1:00 – 3:00 pm</p> <hr/> <p>Intermediate Computer: 2- 4:30 pm</p>	<p>Intro to the Internet (Email/Online Search) 5 9:00 – 11:00 am</p> <p>Training Orientation 10:00 am – 12:00 pm</p> <p>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>ALL events <u>must</u> be scheduled! See the Skills Team! Computer Skills <u>must</u> be assessed for appropriate scheduling</p> <p>Fall into autumn September 23rd!</p>
<p>Job Seeking Skills 8 9:00 – 11:00 am</p> <hr/> <p><u>ENTREPRENEURSHIP SERIES</u> Starting a Business in Missouri & The Basics of Writing a Business Plan 9:00 am – 3:00 pm</p> <hr/> <p>Build a More Effective Resume 1:00 – 3:00 pm</p>	<p>Basic Computer 9 Part 1 : 9:00 – 11:00 am</p> <p>Ask the Experts: 11:30 am – 12:30 pm</p> <p>Vocational Rehab: 1:15 – 3:15 pm</p> <p>Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 2:00 – 4:30 pm</p>	<p>Intermediate Computer 10 10:00 am – 12:30 pm</p> <p>Basic Computer Part 1 : 2:00 – 4:00 pm</p> <hr/> <p><u>ENTREPRENEURSHIP SERIES</u> Handling of Employment Contracts 3:00 – 5:00 pm</p>	<p>Basic Computer 11 Part 2: 9:00 – 11:00 am</p> <p>Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <p>Remediation: 1:00 – 5:00 pm</p>	<p>Mousing Skills Club 12 9:00 – 11:00 am</p> <p>Training Orientation 10:00 am – 12:00 pm</p> <p>Basic Computer Skills Review 11:00 am – 1:00 pm</p> <p>Job Club (Lifeline): 1:00 – 5:00 pm</p>	
<p>Interview Skills Club 15 9:00 – 11:30 am</p> <p>Intermediate Computer 1:00 – 3:30 pm</p>	<p>Basic Computer 16 Part 1 : 9:00 – 11:00 am</p> <p>Ask the Experts: 11:30 am – 12:30 pm</p> <p>Remediation: 1:00 – 5:00 pm</p> <p>Vocational Rehab: 1:15 – 3:15 pm</p>	<p>Work Keys 17 9:00 am – 1: 30 pm</p> <p>Customer Service: 10:00am–12:00 pm</p> <hr/> <p><u>ADVANCED/PROFESSIONAL SERIES</u> Online Applications 12:30 – 4:30 pm</p> <hr/> <p>Build a More Effective Resume 1:00 – 3:00 pm</p> <p>Job Club (Lifeline): 1:00 – 5:00 pm</p>	<p>Basic Computer 18 Part 2: 9:00 – 11:00 am</p> <p>Follow-up: Build a More Effective Resume – 11:00 am – 1:00 pm</p> <hr/> <p><u>ADVANCED/PROFESSIONAL SERIES</u> Online Applications 12:30 – 4:30 pm</p> <hr/> <p><u>ENTREPRENEURSHIP SERIES</u> Legal Clinic 1:00 – 3:00 pm</p>	<p>Intro to the Internet 19 9:00 – 11:00 am</p> <p>Training Orientation 10:00 am – 12:00 pm</p> <p>Basic Computer Skills Review 11:00 am – 1:00 pm</p>	
<p>Job Seeking Skills 22 9:00 – 11:00 am</p> <p>Build a More Effective Resume 1:00 – 3:00 pm</p>	<p>Basic Computer 23 Part 1 : 9:00 – 11:00 am</p> <p>Ask the Experts: 11:30 am – 12:30 pm</p> <p>Vocational Rehab: 1:15 – 3:15 pm</p> <p>Conducting a Job Search (Job Goal/Barriers/Applications/Appearance/Retention) 2:00 – 4:30 pm</p>	<p>Intermediate Computer 24 10:00 am – 12:30 pm</p> <p>Basic Computer Part 1 : 2:00 – 4:00 pm</p>	<p>Basic Computer 25 Part 2: 9:00 – 11:00 am</p> <p>Follow-up: Build a More Effective Resume - 11:00 am – 1:00 pm</p> <p>Remediation: 1:00 – 5:00 pm</p> <p>Networking for Jobs 2:00 – 3:00 pm</p>	<p>Mousing Skills Club 26 9:00 – 11:00 am</p> <p>Basic Computer Skills Review 11:00 am – 1:00 pm</p> <p>Job Club (Lifeline): 1:00 – 5:00 pm</p>	