



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1	2	3	4	5
OFFICE CLOSED 			<u>Job Link</u> 9:30 AM - 10:30 AM	<u>Computer Basics</u> 8:30 AM - 10:00 AM <u>Word Basics</u> 10:30 AM - 3:00 PM
8	9	10	11	12
			<u>Job Link</u> 9:30 AM - 10:30 AM <u>ICC Resume Lab</u> 2:30 PM - 3:30 PM	<u>Excel Basics</u> 8:30 AM - 1:30 PM <u>Resume Critique</u> 2:00 PM - 2:30 PM
15	16	17	18	19
OFFICE CLOSED 			<u>Job Link</u> 9:30 AM - 10:30 AM	<u>PowerPoint Basics</u> 8:30 AM - 1:00 PM <u>Interviewing</u> 1:00 PM - 2:30 PM
22	23	24	25	26
			<u>Job Link</u> 9:30 AM - 10:30 AM <u>Resume Development</u> 10:30 AM - 12:00 PM	
29	30	31		

Circle Workshops – Turn sheet in to a staff member

Name: _____ Phone #: _____ Email: _____ Last 4 digits SS: _____