

March 2018
Workshop Schedule

** Please see an Advisor to enroll in workshops

www.gotoworkone.com

574 295-0105

Rev. 2/2/18

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			
			1	2			
<div style="border: 1px solid orange; padding: 10px; text-align: center;"> <p><i>The real opportunity for success lies within the person and not in the job.Zig Zigler</i></p> </div>			<u>MS Word 2013 Basics</u> 9:00 - 3:00 <u>Keyboarding</u> 9:00 - 10:30 <u>Computer Basics</u> 1:30 - 3:30	<u>HOPE</u> 9:00 - 10:30 <u>Internet Basics/Email</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30			
			5	6	7	8	9
						<u>Keyboarding</u> 9:00 - 10:30 <u>Resume Development</u> 9:00 - 10:30 <u>Interviewing</u> 1:30 - 3:00 <u>Identifying Your Skills</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Computer Basics</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:30
			12	13	14	15	16
			<u>MS Excel 2013 Basics</u> 9:00 - 3:00 <u>Keyboarding</u> 9:00 - 10:30 <u>Researching the Employer</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Resume Open Lab</u> 9:00 - 11:00 <u>Excel 2013 Intermediate</u> 1:30 - 3:30 <u>Analyzing the Job Posting</u> 1:30 - 2:30			
19	20	21	22	23			
			<u>Conquering the Age Barrier</u> 9:00 - 10:30 <u>Keyboarding</u> 9:00 - 10:30 <u>Computer Basics</u> 1:30 - 3:30	<u>HOPE</u> 9:00 - 10:30 <u>Resume Open Lab</u> 9:00 - 11:00 <u>Computer & Internet Safety</u> 1:30 - 3:00			
26	27	28					
			<u>Resume Development</u> 9:00 - 10:00 <u>Computer Basics</u> 9:00 - 10:30 <u>Keyboarding</u> 1:30 - 3:00	<u>Closed - Good Friday</u> 			