

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
			<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 - 3:30 PM
5	6	7	8	9
	<u>ICC Resume Lab</u> 2:30 PM - 3:30 PM		<u>Job Link</u> 9:30 AM - 10:30 AM	<u>Excel Basics</u> 8:30 AM - 1:30 PM <u>Resume Critique</u> 1:30 PM - 2:30 PM
12	13	14	15	16
			<u>Job Link</u> 9:30 AM - 10:30 AM	<u>PowerPoint Basics</u> 8:30 AM - 1:00 PM <u>Interviewing</u> 1:30 PM - 3:00 PM
19	20	21	22	23
	<u>Resume Development</u> 10:30 AM - 12:00 PM		<u>Job Link</u> 9:30 AM - 10:30 AM	
26	27	28	29	30-Jan
			<u>Job Link</u> 9:30 AM - 10:30 AM	OFFICE CLOSED 

Circle Workshops – Turn sheet in to a staff member

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