


April 2018 Workshop Schedule

* * Please see an Advisor to enroll in workshops

www.gotoworkone.com

574 295-0105

Rev. 3/1/18

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | 3 | 4 | 5 | 6 |
| | | | <u>MS Excel 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 <u>Excel 2013 Intermediate</u> 1:30 - 3:30 |
| 9 | 10 | 11 | 12 | 13 |
|  | | | <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 |
| 16 | 17 | 18 | 19 | 20 |
| | | | | <u>HOPE</u> 9:00 - 10:30 |
| 23 | 24 | 25 | 26 | 27 |
| | | | <u>MS PowerPoint 2013 Basics</u> 9:00 - 12:00 <u>Keyboarding</u> 9:00 - 10:30 <u>Computer Basics</u> 1:30 - 3:30 <u>Conquering the Age Barrier</u> 1:30 - 3:00 | <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 |
| 30 | <div style="border: 1px solid black; padding: 10px; background-color: #f0f0f0;"> <p style="text-align: center;"><i>Don't be pushed around by the fears in your mind. Be led by the dreams in your heart. ...Roy T. Bennett</i></p> </div> | | | |