

~ APRIL 2018 ~

Monday	Tuesday	Wednesday	Thursday	Friday
2 Rochester <u>Job Link</u> 9:00 AM RESEA <small>RESEA_Group 1:30 – invite only</small>	3 Rochester <u>Computer & Internet Basics</u> 8:30 AM – 11:30 AM	4 Plymouth <u>Computer Basics</u> 8:30 AM – 11:00 AM <u>Internet Basics</u> 1:00 PM – 3:00 PM	5 Plymouth <u>Job Link</u> 9:00 AM RESEA <u>Resume Development</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small>	6 <small>Warsaw Computer Basics 8:30 AM – 11:00 AM Word Basics 10:30 AM – 2:30 PM</small>
9 Rochester <u>Job Link</u> 9:00 AM RESEA <u>ICC-Resume</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small>	10 Rochester <u>MS Word</u> 8:30 AM – 12:00 PM	11 Plymouth <u>MS Word</u> 8:30 AM – 1:00 PM <u>Job Applications</u> 2:00 PM – 3:00 PM	12 Plymouth <u>Job Link</u> 9:00 AM RESEA <u>Identifying Your Skills</u> 9:45 AM – 11:00 AM <small>RESEA_Group 1:30 – invite only</small> <u>Conquering Age Barriers</u> 2:00 PM – 3:30 PM	13 <small>Warsaw Excel Basics 9:30 AM – 1:30 PM Resume Critique 1:30 PM – 2:30 PM</small>
16 Rochester <u>Job Link</u> 9:00 AM RESEA <u>Interviewing</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small> <u>Resume Development</u> 2:00 PM – 3:00 PM	17 Rochester <small>Keyboarding at HSE/GED 9:00 AM – 10:00 AM</small> <u>MS Excel</u> 10:30 AM – 2:30 PM	18 Plymouth <u>MS Excel</u> 8:30 AM – 1:30 PM <u>Keyboarding</u> 2:00 PM – 2:30 PM	19 Plymouth <u>Job Link</u> 9:00 AM RESEA <u>Resume Critique</u> 9:45 AM – 11:00 AM <small>RESEA_Group 1:30 – invite only</small>	20
23 Rochester <u>Job Link</u> 9:00 AM RESEA <u>Identifying Your Skills</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small> <u>Job Applications</u> 2:00 PM – 3:00 PM	24 Rochester <u>MS PowerPoint</u> 10:00 AM – 1:00 PM <u>Resume Critique</u> 1:00 PM – 2:00 PM	25 Plymouth <u>MS PowerPoint</u> 8:30 AM – 1:00 PM <u>Cover Letters</u> 1:30 PM – 2:30 PM	26 Plymouth <u>Job Link</u> 9:00 AM RESEA <u>Interviewing</u> 9:45 AM – 11:00 AM <small>RESEA_Group 1:30 – invite only</small> <u>ICC-Resume</u> 2:15 PM – 3:15 PM	27 <small>Warsaw PowerPoint Basics 9:30 AM – 1:30 PM Interviewing 1:00 PM – 2:30 PM</small>
30 Rochester <u>Job Link</u> 9:00 AM RESEA <u>Conquering Age Barriers</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small> <u>Keyboarding</u> 2:15 PM – 2:45 PM				

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

Circle Workshops – Turn sheet in to a staff member

Plymouth WorkOne
2878 Miller Dr.
Plymouth, IN 46563
574-936-8919

Rochester WorkOne
927 Main St.
Rochester, IN 46975
574-223-8542