WorkOne Northern Indiana — americanjobcenter INDIANA

May 2018
Workshop Schedule

* * Please see an Advisor to enroll in workshops

www.gotoworkone.com   574 295-0105   Rev. 4/4/18

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	**2**	**3** **Keyboarding** 9:00 - 10:30 **Computer Basics** 1:30 - 3:30 **Resume Development** 1:30 - 3:00	**4** **HOPE** 9:00 - 10:30 **Resume Open Lab** 9:00 - 11:00
7	**8** Closed Election Day	**9**	**10** **MS Word 2013 Basics**** 9:00 - 3:30 **Keyboarding** 9:00 - 10:30 **Analyzing the Job Description** 1:30 - 2:30	**11** **HOPE** 9:00 - 10:30 **Computer Basics** 9:00 - 11:00 **Resume Open Lab** 1:30 - 3:30
14	**15**	**16**	**17** **Identifying Your Skills** 9:00 - 10:00 **Researching the Employer** 9:00 - 10:30 **Interviewing** 1:30 - 3:00	**18** **HOPE** 9:00 - 10:30 **Computer Basics** 9:00 - 11:00 **Resume Open Lab** 1:30 - 3:30
21	**22**	**23**	**24** **Keyboarding** 9:00 - 10:30 **Conquering the Age Barrier** 9:00 - 10:30 **Computer Basics** 1:30 - 3:30	**25** **HOPE** 9:00 - 10:30 **Resume Open Lab** 9:00 - 11:00 **Computer & Internet Safety** 1:30 - 3:00
28 **Closed Memorial Day**	**29**	**30**	**31** Be thankful for every brave American solider who faithfully gave everything even their lives. *God Bless you all*	