



~ MAY 2018 ~				
Monday	Tuesday	Wednesday	Thursday	Friday
<p>EACH NEW DAY IS A NEW OPPORTUNITY TO IMPROVE YOURSELF. TAKE IT, AND MAKE THE MOST OF IT. <small>© workone.org</small></p>	<p><b>1 Rochester</b></p> <p><u>Computer Basics</u> 8:30 AM – 11:00 AM</p> <p><u>Internet Basics</u> 1:00 PM – 3:00 PM</p>	<p><b>2 Plymouth</b></p> <p><u>Computer Basics</u> 8:30 AM – 11:00 AM</p> <p><u>Internet Basics</u> 1:00 PM – 3:00 PM</p>	<p><b>3 Plymouth</b></p> <p><u>Job Link 9:00 AM</u> <small>RESEA</small></p> <p><u>Resume Development</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small></p>	<p><b>4</b></p> <p><small>Warsaw – See Warsaw Calendar</small></p> <p><small>Computer Basics 8:30 AM – 10:30 AM</small></p> <p><small>Word Basics 10:30 AM – 2:30 PM</small></p>
	<p><b>7 Rochester</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>ICC-Resume</u> 9:45 AM – 11:30 AM <small>RESEA_Group 1:30 – invite only</small></p>	<p><b>8 Rochester</b></p> <p><u>Election Day Closed</u> <i>Upcoming Elections: 2018</i></p> 	<p><b>9 Plymouth</b></p> <p><u>MS Word</u> 8:30 AM – 1:00 PM</p> <p><u>Job Applications</u> 1:30 PM – 2:30 PM</p>	
<p><b>14 Rochester</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>Interviewing</u> 9:30 AM – 11:00 AM</p> <p><u>Resume Development</u> 1:00 PM – 2:30 PM</p>	<p><b>15 Rochester</b></p> <p><small>ICC-Resume at HSE/GED 9:00 AM – 10:00 AM</small></p> <p><u>MS Word</u> 10:30 AM – 3:00 PM</p>	<p><b>16 Plymouth</b></p> <p><u>MS Excel</u> 8:30 AM – 1:30 PM</p> <p><u>Keyboarding</u> 2:00 PM – 2:30 PM</p>	<p><b>17 Plymouth</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>Resume Critique</u> 9:30 AM – 10:30 AM</p> <p><u>ICC-Resume</u> 1:00 PM – 3:00 PM</p>	<p><b>18</b></p> <p><small>Warsaw – See Warsaw Calendar</small></p> <p><small>Interviewing 8:30 AM – 10:00 AM</small></p> <p><small>PowerPoint Basics 10:30 AM – 2:30 PM</small></p>
<p><b>21 Rochester</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>Identifying Your Skills</u> 9:30 AM – 11:00 AM</p> <p><u>Job Applications</u> 1:00 PM – 2:00 PM</p>	<p><b>22 Rochester</b></p> <p><u>MS Excel</u> 8:30 AM – 1:00 PM</p> <p><u>Resume Critique</u> 1:30 PM – 2:30 PM</p>	<p><b>23 Plymouth</b></p> <p><u>MS PowerPoint</u> 8:30 AM – 1:00 PM</p> <p><u>Cover Letters</u> 1:30 PM – 2:30 PM</p>	<p><b>24 Plymouth</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>Conquering Age Barriers</u> 9:30 AM – 11:00 AM</p>	
<p><b>28 Rochester</b></p> <p><u>Holiday</u></p> 	<p><b>29 Rochester</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>Conquering Age Barriers</u> 9:30 AM – 11:00 AM</p> <p><u>Keyboarding</u> 1:00 PM – 1:30 PM</p>	<p><b>30 Plymouth</b></p> <p><u>MS Publisher</u> 8:30 AM – 11:00 AM</p> <p><u>ICC-Job Search</u> 1:00 PM – 2:30 PM</p>	<p><b>31 Plymouth</b></p> <p><u>Job Link 9:00 AM</u></p> <p><u>Interviewing</u> 9:30 AM – 11:00 AM</p> <p><u>Resume Critique</u> 1:00 PM – 2:00 PM</p>	<p><b>1 JUNE</b></p> <p><small>Warsaw – See Warsaw Calendar</small></p> <p><small>Computer Basics 8:30 AM – 10:30 AM</small></p> <p><small>Word Basics 10:30 AM – 2:30 PM</small></p>

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