

** Please see an Advisor to enroll in workshops

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Customer Copy

Rev. 5/14/18

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				1
	<div style="border: 1px solid orange; padding: 10px;"> <p><i>Lack of direction, not lack of time, is the problem. We all have twenty-four hour days.” — Zig Ziglar</i></p> </div>			<u>HOPE</u> 9:00 - 10:30 <u>Resume Open Lab</u> 9:00 - 11:00
4	5	6	7	8
	<u>Job Apps/Online Applications</u> 9:00 - 11:00 <u>Resume Development</u> 1:30 - 3:00	<u>Networking/Job Search</u> 1:30 - 2:30	<u>MS Word 2013 Basics**</u> 9:00 - 3:00 <u>Keyboarding</u> 9:00 - 10:30 <u>Analyzing the Job Description</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Internet Basics/Email</u> 9:00 - 11:00 <u>Resume Open Lab</u> 1:30 - 3:00
11	12	13	14	15
	<u>MS Excel 2013**</u> 9:00 - 3:00		<u>MS Excel 2013 Intermediate**</u> 9:00 - 11:00 <u>ICC Basics</u> 9:00 - 11:00 <u>Interviewing</u> 1:30 - 3:00 <u>Researching the Employer</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 - 3:00
18	19	20	21	22
	<u>Networking/Job Search</u> 9:00 - 10:00 <u>Resume Development</u> 1:30 - 3:00		<u>Keyboarding</u> 9:00 - 10:30 <u>Conquering the Age Barrier</u> 9:00 - 10:30 <u>Cover Letters</u> 1:30 - 2:30 <u>LinkedIn</u> 1:30 - 3:30	<u>HOPE</u> 9:00 - 10:30 <u>Internet Basics/Email</u> 9:00 - 10:30 <u>Resume Open Lab</u> 1:30 - 3:00
25	26	27	28	29
	<u>TORQ</u> 9:00 - 10:30 <u>Interviewing</u> 1:30 - 3:00	<u>Cover Letters</u> 1:30 - 2:30	<u>MS PowerPoint 2013 Basics</u> 9:00 - 12:00 <u>ICC Basics</u> 1:30 - 3:30 <u>Identifying Your Skills</u> 1:30 - 2:30	<u>HOPE</u> 9:00 - 10:30 <u>Computer Basics</u> 9:00 - 10:30 <u>Resume Open Lab</u> 1:30 - 3:00