

~ JUNE 2018 ~

Monday	Tuesday	Wednesday	Thursday	Friday
<p>4 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Computer Basics</u> 9:30 AM – 11:00 AM</p> <p><u>Internet Basics & Email</u> 1:00 PM – 3:00 PM</p>	<p>5 Rochester</p> <p><u>Uploading Resumes & Job Applications</u> 8:30 AM – 9:30 AM</p> <p><u>Microsoft Word</u> 9:30 AM – 2:30 PM</p>	<p>6 Plymouth</p> <p><u>Computer Basics</u> 8:30 AM – 11:00 AM</p> <p><u>Internet Basics & Email</u> 1:00 PM – 3:00 PM</p>	<p>7 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Resume Development</u> 9:30 AM – 11:00 AM</p> <p><u>ICC-Resume</u> 1:00 PM – 2:30 PM</p>	<p>8</p> <p>Warsaw – See Warsaw Calendar Resume Critique 8:30 AM – 9:30 AM Excel Basics 10:00 AM – 3:00 PM</p>
<p>11 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>ICC-Editing Resumes</u> 9:30 AM – 11:30 AM</p> <p><u>Conquering Age Barriers</u> 1:00 PM – 2:30 PM</p>	<p>12 Rochester</p> <p><u>Keyboarding</u> 8:30 AM – 9:00 AM</p> <p><u>Microsoft Excel</u> 9:00 AM – 2:30 PM</p>	<p>13 Plymouth</p> <p><u>Uploading Resumes & Job Applications</u> 8:30 AM – 9:30 AM</p> <p><u>Microsoft Word</u> 9:45 AM – 2:00 PM</p>	<p>14 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Identifying Your Skills</u> 9:30 AM – 11:00 AM</p> <p><u>Researching Employers</u> 1:00 PM – 2:00 PM</p>	<p>15</p> <p>Warsaw – See Warsaw Calendar Interviewing 8:30 AM – 10:00 AM PowerPoint Basics 10:30 AM – 2:30 PM</p>
<p>18 Rochester</p> <p><u>Job Link</u> 9:00 AM</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>19 Rochester</p> <p>ICC-Basics at HSE/GED 9:00 AM – 10:00 AM</p> <p><u>Microsoft PowerPoint</u> 10:30 AM – 3:00 PM</p>	<p>20 Plymouth</p> <p><u>Keyboarding</u> 8:30 AM – 9:00 AM</p> <p><u>Microsoft Excel</u> 9:30 AM – 2:30 PM</p>	<p>21 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Interviewing</u> 9:30 AM – 11:00 AM</p> <p><u>ICC-Editing Resumes</u> 1:00 PM – 3:00 PM</p>	<p>22 Plymouth</p> <p><u>Resume Critique</u> 8:30 AM – 9:30 AM</p> <p><u>Conquering Age Barriers</u> 10:00 AM – 11:30 AM</p>
<p>25 Rochester</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Keyboarding</u> 9:30 AM – 10:00 AM</p> <p><u>Identifying Your Skills</u> 1:00 PM – 2:30 PM</p>	<p>26 Rochester</p> <p><u>Resume Critique</u> 8:30 AM – 9:30 AM</p> <p><u>Microsoft Publisher</u> 1:00 PM – 3:00 PM</p>	<p>27 Plymouth</p> <p><u>Analyzing Job Ads</u> 8:30 AM – 9:00 AM</p> <p><u>Microsoft PowerPoint</u> 9:30 AM – 2:00 PM</p>	<p>28 Plymouth</p> <p><u>Job Link</u> 9:00 AM</p> <p><u>Microsoft Publisher</u> 9:30 AM – 11:30 AM</p> <p><u>Keyboarding</u> 1:00 PM – 1:30 PM</p>	<p>29 Plymouth</p>

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

Circle Workshops – Turn sheet in to a staff member