

~ JUNE 2018 ~

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

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

Circle Workshops – Turn sheet in to a staff member