

~ AUGUST 2018 ~

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Plymouth <u>Computer Basics</u> 8:30 AM – 11:00 AM <u>Internet Basics & Email</u> 1:00 PM – 3:00 PM	2 Plymouth <u>Job Link 9:00 AM</u> <u>Resume Development</u> 9:30 AM – 11:00 AM <u>ICC-Resume</u> 1:00 PM – 2:30 PM	3 Warsaw – See Warsaw Calendar <small>Warsaw Computer Basics 8:30 AM – 10:30 AM Word Basics 10:30 AM – 2:30 PM</small>
6 Rochester <u>Job Link 9:00 AM</u> <u>Computer Basics</u> 9:30 AM – 11:30 AM <u>Internet Basics</u> 1:00 PM – 2:30 PM	7 Rochester <u>Keyboarding</u> 8:30 AM – 9:00 AM <u>Microsoft Word</u> 9:00 AM – 2:00 PM	8 Plymouth <u>Uploading Resumes & Job Applications</u> 8:30 AM – 9:30 AM <u>Microsoft Word</u> 9:45 AM – 2:00 PM	9 Plymouth <u>Job Link 9:00 AM</u> <u>ICC-Job Search</u> 9:30 AM – 10:30 AM <u>Identifying Your Skills</u> 1:00 PM – 2:00 PM	10 Warsaw – See Warsaw Calendar <small>Warsaw Resume Critique 8:30 AM – 9:30 AM Excel Basics 10:30 AM – 2:30 PM</small>
13 Rochester <u>Job Link 9:00 AM</u> <u>Interviewing</u> 9:30 AM – 11:00 AM <u>Resume Development</u> 1:00 PM – 2:30 PM	14 Rochester <small>Keyboarding at HSE/GED 9:00 AM – 10:00 AM</small> <u>Microsoft Excel</u> 10:30 AM – 3:00 PM	15 Plymouth <u>Keyboarding</u> 8:30 AM – 9:00 AM <u>Microsoft Excel</u> 9:30 AM – 2:30 PM	16 Plymouth <u>Job Link 9:00 AM</u> <u>Interviewing</u> 9:30 AM – 11:00 AM <u>Working with Temp Agency</u> 1:00 PM – 2:00 PM	17 Warsaw – See Warsaw Calendar <small>Warsaw Interviewing 8:30 AM – 10:30 AM PowerPoint Basics 10:30 AM – 2:30 PM</small>
20 Rochester <u>Job Link 9:00 AM</u> <u>Keyboarding</u> 9:30 AM – 10:00 AM <u>Identifying Your Skills</u> 1:00 PM – 2:30 PM	21 Rochester <u>Resume Critique</u> 8:30 AM – 9:30 AM <u>Microsoft PowerPoint</u> 10:00 AM – 2:30 PM	22 Plymouth <u>Researching Employers</u> 8:30 AM – 9:00 AM <u>Microsoft PowerPoint</u> 9:30 AM – 2:00 PM	23 Plymouth <u>Job Link 9:00 AM</u> <u>Cover Letters</u> 9:30 AM – 11:30 AM <u>Keyboarding</u> 1:00 PM – 1:30 PM	24 Plymouth <u>Intermediate Excel</u> 9:00 AM – 11:30 AM
27 Rochester <u>Conquering Age Barriers</u> 8:30 AM – 10:00 AM <u>Intermediate Excel</u> 1:00 PM – 3:00 PM	28 Rochester <u>Researching Employers</u> 8:30 AM – 9:30 AM <u>Microsoft Publisher</u> 1:00 PM – 3:00 PM	29 Plymouth <u>Analyzing Job Ads</u> 8:30 AM – 9:00 AM <u>MS Publisher</u> 9:30 AM – 11:30 AM	30 Plymouth <u>Job Link 9:00 AM</u> <u>ICC-Resumes</u> 9:30 AM – 11:30 AM <u>Resume Critique</u> 1:00 PM – 2:00 PM	31 Plymouth

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

Circle Workshops – Turn sheet in to a staff member