

**August 2018**  
Workshop Calendar

**South Bend WorkOne**  
851 Marietta St., South Bend, IN 46617



MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		<b>1</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Job Link – Job Search</b> 10:00 – 11:30 a.m., Rooms 2/3 <b>Job Search</b> 1:30 – 3:30 p.m., Lab 4	<b>2</b> <b>Bank On:</b> <b>Saving, Investing, &amp; Retiring</b> 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) <b>Keyboarding</b> 10:00 – 11:00 a.m., Lab 5 <b>Computer Basics</b> 1:00 – 2:30 p.m., Lab 5	<b>3</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., Lab 5 <b>E &amp; T Connections</b> 10:00 a.m. – Noon, Rooms 2/3
<b>6</b> <b>ICC Resume</b> 8:30 – 10:00 a.m., Lab 4 <b>HOPE Networking Group</b> (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm. <b>Open Lab</b> 10:30 – 12:00 p.m., Lab 4	<b>7</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Excel 2013 Basics</b> (For users comfortable with MS Word) 9:00 a.m. – 3:30 p.m. Lab 4 <b>Job Search Success</b> 10:00 – 11:30 a.m., Lab 5 <b>HIRE Re-Entry Workshop</b> 1:00 – 2:15 p.m., Room 007 <b>Interviewing</b> 1:00 – 2:30 p.m., Lab 5	<b>8</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Job Link – Job Search</b> 10:00 – 11:30 a.m., Rooms 2/3 <b>Job Search</b> 1:30 – 3:00 p.m., Lab 4	<b>9</b> <b>Bank On:</b> <b>Business Planning</b> 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) <b>Resume Development</b> 10:00 – 11:30 a.m., Lab 5 <b>Job Applications</b> 1:00 – 2:30 p.m., Lab 5	<b>10</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., Lab 5 <b>E &amp; T Connections</b> 10:00 a.m. – Noon, Rooms 2/3
<b>13</b> <b>HOPE Networking Group</b> (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm.	<b>14</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Microsoft Word 2013 Basics</b> 8:30 a.m. – 12:30 p.m., Lab 4 (For users comfortable with basic keyboarding) <b>Conquering the Age Barrier</b> 10:00 – 11:30 a.m., Lab 5 <b>HIRE Re-Entry Workshop</b> 1:00 – 2:15 p.m., Room 007 <b>Interviewing</b> 1:00 – 2:30 p.m., Lab 5 <b>Excel 2013 Intermediate</b> 1:30 – 4:00 p.m., Lab 4 (For users comfortable with Excel basics)	<b>15</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Job Link – Job Search</b> 10:00 – 11:30 a.m., Rooms 2/3 <b>Job Search</b> 1:30 – 3:00 p.m., Lab 4	<b>16</b> <b>Resume Development</b> 10:00 – 11:30 a.m., Lab 5 <b>Cover Letters</b> 1:00 – 2:30 p.m., Lab 5	<b>17</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., Lab 5 <b>E &amp; T Connections</b> 10:00 a.m. – Noon, Rooms 2/3
<b>20</b> <b>ICC Resume</b> 8:30 – 10:00 a.m., Lab 4 <b>HOPE Networking Group</b> (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm. <b>Open Lab</b> 10:30 – 12:00 p.m., Lab 4	<b>21</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>I've Got Skills</b> 10:00 – 11:30 a.m., Lab 5 <b>HIRE Re-Entry Workshop</b> 1:00 – 2:15 p.m., Room 007 <b>Interviewing</b> 1:00 – 2:30 p.m., Lab 5	<b>22</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Job Link – Job Search</b> 10:00 – 11:30 a.m., Rooms 2/3 <b>Job Search</b> 1:30 – 3:00 p.m., Lab 4	<b>23</b> <b>Bank On:</b> <b>Spending and Saving</b> 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) <b>Keyboarding</b> 10:00 – 11:00 a.m., Lab 5 <b>Computer Basics</b> 1:00 – 2:30 p.m., Lab 5	<b>24</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., Lab 5 <b>E &amp; T Connections</b> 10:00 a.m. – Noon, Rooms 2/3
<b>27</b> <b>ICC Resume</b> 8:30 – 10:00 a.m., Lab 4 <b>HOPE Networking Group</b> (For degreed professionals) 9:00 – 11:00 a.m., Adult Ed Rm. <b>Open Lab</b> 10:30 – 12:00 p.m., Lab 4	<b>28</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Conquering the Age Barrier</b> 10:00 – 11:30 a.m., Lab 5 <b>HIRE Re-Entry Workshop</b> 1:00 – 2:15 p.m., Room 007 <b>Interviewing</b> 1:00 – 2:30 p.m., Lab 5	<b>29</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., WK Rm. <b>Job Link – Job Search</b> 10:00 – 11:30 a.m., Rooms 2/3 <b>Job Search</b> 1:30 – 3:00 p.m., Lab 4	<b>30</b> <b>Bank On:</b> <b>Credit Check</b> 10:00 a.m. - Noon, Lab 4 (Register online: NIBOA.org) <b>Resume Development</b> 10:00 – 11:30 a.m., Lab 5 <b>Job Applications</b> 1:00 – 2:30 p.m., Lab 5	<b>31</b> <b>WorkKeys</b> 8:30 a.m. – 4:00 p.m., Lab 5 <b>E &amp; T Connections</b> 10:00 a.m. – Noon, Rooms 2/3