


~ APRIL 2017 ~

3 Rochester	4 Rochester	5 Plymouth	6 Plymouth	7
Job Link 9:00 AM Internet Basics 9:30 AM – 11:00 AM <small>Group 1:30 – invite only</small> Computer Basics 2:00 PM – 4:00 PM	Word Basics 8:30 AM – 1:00 PM Resume Development 1:30 PM – 3:00 PM		Job Link 9:00 AM Computer Basics 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> Internet Basics 2:00 PM – 4:00 PM	<small>Workshop Computer Basics 8:30 AM – 10:00 AM Word Basics 10:30 AM – 1:00 PM</small>
10 Rochester	11 Rochester	12 Plymouth	13 Plymouth	14
Job Link 9:00 AM ICC-Resume & Cover Letters 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> Keyboarding 2:30 PM – 3:30 PM	Excel Basics 8:30 AM – 1:00 PM Resume Critique 1:30 PM – 3:00 PM	Word Basics 8:30 AM – 1:00 PM Resume Critique 1:30 PM – 2:30 PM	Job Link 9:00 AM Resume Development 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> Job Applications 2:00 PM – 3:00 PM	HOLIDAY  <i>Good Friday</i>
17 Rochester	18 Rochester	19 Plymouth	20 Plymouth	21
Job Link 9:00 AM Interviewing 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small>	Mock Interviewing 2:00 PM – 3:00 PM	Excel Basics 8:30 AM – 1:30 PM Keyboarding 2:00 PM – 2:30 PM	Job Link 9:00 AM ICC-Resume Lab 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> Interviewing 2:00 PM – 3:30 PM	
24 Rochester	25 Rochester	26 Plymouth	27 Plymouth	28
Job Link 9:00 AM Conquering Age Barrier 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> Career Interest - ICE 2:00 PM – 2:45 PM	<small>HSE – Interviewing Overview 9:00 AM – 10:00 AM</small> Publisher Basics 10:30 AM – 12:00 PM Job Applications 1:30 PM – 2:30 PM	PowerPoint Basics 8:30 AM – 12 PM	Job Link 9:00 AM Career Interest - ICE 10:00 AM – 11:00 AM <small>Group 1:30 – invite only</small>	<small>Workshop Excel Basics 8:30 AM – 1:00 PM</small>

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

Circle Workshops – Turn sheet in to a staff member