

### ~ MAY 2017 ~

1 <b>Rochester</b>	2	3 <b>Rochester</b>	4 <b>Plymouth</b>	5
<b>Job Link</b> 9:00 AM <b>Computer Basics</b> 9:30 AM – 11:00 AM <small>Group 1:30 – invite only</small> <b>Internet Basics</b> 2:00 PM – 4:00 PM		<b>Word Basics</b> 8:30 AM – 1:00 PM <b>Resume Development</b> 1:30 PM – 3:00 PM	<b>Job Link</b> 9:00 AM <b>Computer Basics</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Internet Basics</b> 2:00 PM – 4:00 PM	<small>Warsaw Computer Basics 8:30 AM – 10:00 AM Word Basics 10:30 AM – 3:30 PM</small>
8 <b>Rochester</b>	9 <b>Rochester</b>	10 <b>Plymouth</b>	11 <b>Plymouth</b>	12
<b>Job Link</b> 9:00 AM <b>ICC-Resume &amp; Cover Letters</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Job Applications</b> 2:30 PM – 3:30 PM	<b>Excel Basics</b> 8:30 AM – 1:30 PM <b>Keyboarding</b> 2:00 PM – 2:30 PM	<b>Word Basics</b> 8:30 AM – 1:00 PM <b>Resume Critique</b> 1:30 PM – 2:30 PM	<b>Job Link</b> 9:00 AM <b>Resume Development</b> 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> <b>Job Applications</b> 2:00 PM – 3:00 PM	<small>Warsaw Excel Basics 8:30 AM – 1:00 PM</small>
15 <b>Rochester</b>	16 <b>Rochester</b>	17 <b>Plymouth</b>	18 <b>Plymouth</b>	19
<b>Job Link</b> 9:00 AM <b>Interviewing</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Mock Interviewing</b> 2:00 PM – 3:00 PM	<small>Keyboarding 9:00 AM – 10:00 AM</small> <b>PowerPoint Basics</b> 10:30 AM – 3:00 PM	<b>Excel Basics</b> 8:30 AM – 1:30 PM <b>Keyboarding</b> 2:00 PM – 2:30 PM	<b>Job Link</b> 9:00 AM <b>ICC-Resume Lab</b> 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> <b>Identifying Your Skills</b> 2:00 PM – 3:30 PM	<small>Warsaw PowerPoint Basics 8:30 AM – 1:00 PM</small>
22 <b>Rochester</b>	23 <b>Rochester</b>	24 <b>Plymouth</b>	25 <b>Plymouth</b>	26
<b>Job Link</b> 9:00 AM <b>Identifying Your Skills</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Resume Critique</b> 2:30 PM – 3:30 PM	<b>Publisher Basics</b> 8:30 AM – 11:00 AM <b>Cover Letters</b> 1:00 PM – 2:30 PM	<b>PowerPoint Basics</b> 8:30 AM – 1:00 PM <b>Conquering Age Barrier</b> 1:30 PM – 2:30 PM	<b>Job Link</b> 9:00 AM <b>Interviewing</b> 9:45 AM – 11:00 AM <b>Mock Interviewing</b> 11:00 AM – 11:45 AM <small>Group 1:30 – invite only</small>	
29 <b>Rochester</b>	30 <b>Rochester</b>	31 <b>Plymouth</b>	1 <b>JUNE - Plymouth</b>	2
 <b>Holiday</b>	<b>Job Link</b> 9:00 AM <small>Group 1:30 – invite only</small>	<b>Publisher Basics</b> 8:30 AM – 11:00 AM <b>Career Interest - ICE</b> 1:00 PM – 2:00 PM	<b>Job Link</b> 9:00 AM <b>Cover Letters</b> 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small>	<small>Warsaw Word Basics 8:30 AM – 1:00 PM Computer Basics 1:30 PM – 3:30 PM</small>

Name: \_\_\_\_\_ Last 4 SS #: \_\_\_\_\_ Phone: \_\_\_\_\_

Circle Workshops – Turn sheet in to a staff member