

~ OCTOBER 2017 ~

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<b>2 Rochester</b>	<b>3 Rochester</b>	<b>4 Plymouth</b>	<b>5 Plymouth</b>	<b>6</b>
<u>Job Link</u> 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	<b>Word Basics</b> 8:30 AM – 1:00 PM <b>Career Interest-ICE</b> 1:30 PM – 2:30 PM	<b>Computer Basics</b> 8:30 AM – 11:00 AM <b>Internet Basics</b> 1:00 PM – 3:00 PM	<b>Job Link 9:00 AM</b> <b>Resume Development</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small>	
<b>9 Rochester</b>	<b>10 Rochester</b>	<b>11 Plymouth</b>	<b>12 Plymouth</b>	<b>13</b>
<b>Holiday</b> 	<u>Job Link</u> 9:00 AM <b>ICC-Resume Lab</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Resume Critique</b> 2:00 PM – 4:00 PM	<b>Word Basics</b> 8:30 AM – 1:00 PM <b>Job Applications</b> 2:00 PM – 3:00 PM	<u>Job Link</u> 9:00 AM <b>Identifying Your Skills</b> 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> <b>Resume Critique</b> 2:00 PM – 3:00 PM	<small>Warsaw Computer Basics 8:30 AM – 10:00 AM Word Basics 10:30 AM – 2:30 PM</small>
<b>16 Rochester</b>	<b>17 Rochester</b>	<b>18 Plymouth</b>	<b>19 Plymouth</b>	<b>20</b>
<u>Job Link</u> 9:00 AM <b>Interviewing</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Resume Development</b> 2:00 PM – 3:00 PM	<small>Behavioral Styles at HSE/GED 9:00 AM – 10:00 AM</small> <b>Excel 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	<u>Job Link</u> 9:00 AM <b>ICC-Resume Lab</b> 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> <b>Conquering Age Barriers</b> 2:00 PM – 3:30 PM	<small>Warsaw Excel Basics 8:30 AM – 1:30 PM Resume Critique 1:30 PM – 2:30 PM</small>
<b>23 Rochester</b>	<b>24 Rochester</b>	<b>25 Plymouth</b>	<b>26 Plymouth</b>	<b>27</b>
<u>Job Link</u> 9:00 AM <b>Identifying Your Skills</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Job Applications</b> 2:00 PM – 3:30 PM	<b>PowerPoint Basics</b> 8:30 AM – 1:00 PM <b>Resume Critique</b> 1:00 PM – 2:30 PM	<b>PowerPoint Basics</b> 8:30 AM – 1:00 PM <b>Cover Letters</b> 1:30 PM – 2:30 PM	<u>Job Link</u> 9:00 AM <b>Interviewing</b> 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small>	<small>Warsaw PowerPoint Basics 8:30 AM – 1:00 PM Interviewing 1:00 PM – 2:30 PM</small>
<b>30 Rochester</b>	<b>31 Rochester</b>	 <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Job Searching Is Like a Piñata...</p> <p>If You Hit It Hard Enough, You'll Be Rewarded.</p> </div>		
<u>Job Link</u> 9:00 AM <b>Conquering Age Barriers</b> 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> <b>Work Readiness</b> 2:30 PM – 3:30 PM	<b>Publisher Basics</b> 8:30 AM – 11:00 AM <b>ICC-Resume Lab</b> 1:00 PM – 3:00 PM			

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

Circle Workshops – Turn sheet in to a staff member

Plymouth WorkOne  
2878 Miller Dr.  
Plymouth, IN 46563  
574-936-8919

Rochester WorkOne  
927 Main St.  
Rochester, IN 46975  
574-223-8542