

~ OCTOBER 2017 ~

2	3 ICC Resume Lab 9:00 AM – 11:00 AM	4	5 Job Link 9:30 AM -10:30 AM	6
9 Office Closed 	10	11	12 Job Link 9:30 AM -10:30 AM	13 Computer Basics 8:30 AM – 10:00 AM Word Basics 10:30 AM – 2:30 PM
16	17	18	19 Job Link 9:30 AM -10:30 AM	20 Excel Basics 8:30 AM – 1:30 PM Resume Critique 1:30 PM – 2:30 PM
23	24 Resume Development 10:00 AM – 12:00 PM	25	26 Job Link 9:30 AM -10:30 AM	27 PowerPoint Basics 8:30 AM – 1:00 PM Interviewing 1:00 PM – 2:30 PM
30	31 	<div style="border: 1px solid black; padding: 10px; background-color: #008080; color: white; text-align: center;"> <p><i>“Never give up searching for the job you are passionate about.”</i></p> <p><i>~Warren Buffett~</i></p> </div>		

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

Circle Workshops – Turn sheet in to a staff member

Warsaw WorkOne
715 S Buffalo Street
Warsaw, IN 46580
(574)269-3050

“This WIOA Title I-financially assisted program/activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.”