

### ~ NOVEMBER 2017 ~

| Mon   | Tue  | Wed   | Thu  | Fri  |
|---|--|---|--|--|
| <p><i>MOTIVATION IS WHAT GETS YOU STARTED.</i></p> <p><i>HABIT IS WHAT KEEPS YOU GOING!</i></p>   |  | <p><b>1 Plymouth</b></p> <p><b>Computer Basics</b><br/>8:30 AM – 11:30 AM</p> <p><b>Internet Basics</b><br/>1:00 PM – 3:30 PM</p>   | <p><b>2 Plymouth</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>Identifying Your Skills</b><br/>9:45 AM – 11:30 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>Resume Development</b><br/>2:00 PM – 3:30 PM</p> | <p><b>3</b></p> <p><small>Computer Basics<br/>8:30 AM – 11:30 AM</small></p> <p><small>Word Basics<br/>1:30 AM – 3:30 PM</small></p>                         |
| <p><b>6 Rochester</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>Computer Basics</b><br/>9:45 AM – 11:30 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>Internet Basics</b><br/>2:00 PM – 3:30 PM</p>          | <p><b>7 Rochester</b></p> <p><b>Word Basics</b><br/>8:30 AM – 1:00 PM</p> <p><b>Resume Development</b><br/>1:30 PM – 2:45 PM</p>   | <p><b>8 Plymouth</b></p> <p><b>Word Basics</b><br/>8:30 AM – 1:00 PM</p> <p><b>Keyboarding</b><br/>2:00 PM – 2:30 PM</p>  | <p><b>9 Plymouth</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>ICC-Resume Lab</b><br/>9:45 AM – 11:00 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p>   | <p><b>10</b></p> <p><b>Veteran Day Holiday</b></p>                        |
| <p><b>13 Rochester</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>Job Applications</b><br/>10:00 AM – 11:00 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>Career Interest - ICE</b><br/>2:00 PM – 2:30 PM</p> | <p><b>14 Rochester</b></p> <p><b>Excel Basics</b><br/>8:30 AM – 1:30 PM</p> <p><b>Conquering Age Barriers</b><br/>1:30 PM – 2:30 PM</p>  | <p><b>15 Plymouth</b></p> <p><b>Excel Basics</b><br/>8:30 AM – 1:30 PM</p> <p><b>Researching Employers</b><br/>2:00 PM – 2:30 PM</p>                                      | <p><b>16 Plymouth</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>Interviewing</b><br/>9:45 AM – 11:30 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>Job Applications</b><br/>2:00 PM – 3:00 PM</p>             | <p><b>17</b></p> <p><small>Workshop<br/>Excel Basics<br/>8:30 AM – 1:00 PM</small></p> <p><small>Business Colloquy<br/>1:30 PM – 2:30 PM</small></p>         |
| <p><b>20 Rochester</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>Interviewing</b><br/>9:45 AM – 11:00 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>Identifying Your Skills</b><br/>2:00 PM – 3:30 PM</p>    | <p><b>21 Rochester</b></p> <p><small>Keyboarding-Invite Only at HSE Building<br/>9:00 AM – 10:00 AM</small></p> <p><b>Keyboarding</b><br/>10:30 AM – 11:30 AM</p> <p><b>Publisher Basics</b><br/>1:00 PM – 3:00 PM</p> | <p><b>22 Plymouth</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>Resume Critique</b><br/>10:00 AM – 11:30 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> | <p><b>23 Plymouth</b></p> <p><b>Thanksgiving Day Holiday</b></p>    | <p><b>24</b></p> <p><b>Holiday</b></p>                                  |
| <p><b>27 Rochester</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>ICC-Resume/Cover Letter</b><br/>9:45 AM – 11:00 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>Resume Critique</b><br/>2:00 PM – 2:30 PM</p> | <p><b>28 Rochester</b></p> <p><b>PowerPoint Basics</b><br/>8:30 AM – 1:00 PM</p>   | <p><b>29 Plymouth</b></p> <p><b>PowerPoint Basics</b><br/>8:30 AM – 1:00 PM</p> <p><b>Conquering Age Barriers</b><br/>1:30 PM – 3:00 PM</p>                               | <p><b>30 Plymouth</b></p> <p><b>Job Link</b> 9:00 AM</p> <p><b>ICC-Resume Lab</b><br/>10:00 AM – 11:30 AM</p> <p><small>Group check-in 1:30 pm – invite only</small></p> <p><b>MS Outlook E-mail</b><br/>2:00 PM – 3:00 PM</p>         | <p><b>1 December</b></p> <p><small>Workshop<br/>PowerPoint Basics<br/>8:30 AM – 1:00 PM</small></p> <p><small>Interviewing<br/>1:30 PM – 2:30 PM</small></p> |

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

Circle Workshops – Turn sheet in to a staff member