


DECEMBER 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Rochester	5 Rochester	6 Plymouth	7 Plymouth	8
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	Word Basics 8:30 AM – 1:00 PM Career Interest-ICE 1:30 PM – 2:30 PM	Computer Basics 8:30 AM – 11:00 AM Internet Basics 1:00 PM – 3:00 PM	Job Link 9:00 AM Resume Development 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small>	<small>Warsaw Computer Basics 8:30 AM – 10:00 AM</small> <small>Word Critique 10:30 AM – 1:00 PM</small>
11 Rochester	12 Rochester	13 Plymouth	14 Plymouth	15
Job Link 9:00 AM ICC-Resume Lab 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> Resume Critique 2:00 PM – 4:00 PM	<small>HSE – Career Interest 9 AM – 10 AM</small> Excel Basics 10:30 AM – 3:00 PM	Word Basics 8:30 AM – 1:00 PM Job Applications 1:30 PM – 2:30 PM	Job Link 9:00 AM Identifying Your Skills 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> Resume Critique 2:00 PM – 3:00 PM	<small>Warsaw Excel Basics 8:30 AM – 1:00 PM</small> <small>Resume Critique 1:30 PM – 2:30 PM</small> <small>Interviewing 1:00 PM – 2:30 PM</small>
18 Rochester	19 Rochester	20 Plymouth	21 Plymouth	22
Job Link 9:00 AM Interviewing 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> Resume Development 2:00 PM – 3:00 PM	PowerPoint Basics 8:30 AM – 1:00 PM Resume Critique 2:00 PM – 4:00 PM	Excel Basics 8:30 AM – 1:30 PM Keyboarding 2:00 PM – 2:30 PM	Job Link 9:00 AM <small>Group 1:30 – invite only</small>	
25 Rochester	26 Rochester	27 ROCHESTER	28 Plymouth	29 Plymouth
CHRISTMAS HOLIDAY 	HOLIDAY 	Job Link 9:00 AM ICC-Resume 9:45 AM – 11:30 AM <small>Group 1:30 – invite only</small> Cover Letters 2:00 PM – 3:00 PM	Job Link 9:00 AM Interviewing 9:45 AM – 11:00 AM <small>Group 1:30 – invite only</small> Cover Letters 2:30 PM – 3:30 PM	PowerPoint Basics 8:30 AM – 1:00 PM

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

Circle Workshops – Turn sheet in to a staff member

Plymouth WorkOne
2878 Miller Dr.
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574-936-8919

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Rochester, IN 46975
574-223-8542