

December 2018

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JobNet



Free Workshops & Computer Training

Hours

Mon – Wed
Thur
Fri

9:00am - 3:00pm
9:00am - 5:00pm
9:00am - 1:00pm

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<p><u>COMPUTER HELP</u> Tutors are available to address your goals regarding internet, email, online job search, basic computer skills and more.</p> <p><u>COMPUTER CLASSES</u> These courses teach beginner and intermediate concepts. If you need to upgrade your skills for the workplace, register at the front desk.</p> <p><u>LINKEDIN</u> Conduct your job search using the primary source for recruiters.</p> <p><u>CHOOSING A NEW CAREER</u> Use your skills in other occupations. Explore options for finding your best career.</p>	<p>3 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>4 1:00-3:00 WORD Part 1</p>	<p>5 9:45 Orientation 11:00 Attitude Power</p>	<p>6 10:00 Self-Paced Computer Training 1:00-3:00 WORD Part 2</p>	<p>7 Computer Tutor By appointment</p>	<p><u>ART OF INTERVIEWING</u> You only have one shot at doing it right. Are you prepared, confident & ready?</p>
	<p>10 9:45 Orientation 10:00 Self-Paced Computer Training 12:30-2:30 EXCEL Part 1</p>	<p>11 1:00—3:00 CHOOSING A NEW CAREER</p>	<p>12 9:45 Orientation 12:30-2:30 EXCEL Part 2</p>	<p>13 10:00 Self-Paced Computer Training 2:00 Job Search Techniques</p>	<p>14 Computer Tutor By appointment 9:30 Effective Communication</p>	<p><u>ATTITUDE POWER</u> Learn how your attitude affects the impression you make.</p>
	<p>17 9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>18 9:45-12:00 LINKEDIN 101 1:00-3:00 POWERPOINT 1</p>	<p>19 9:45 Orientation</p>	<p>20 10:00 Self-Paced Computer Training 10:00 Resume Building 1:00-3:00 POWERPOINT 2</p>	<p>21 Computer Tutor By appointment</p>	<p><u>EFFECTIVE COMMUNICATION</u> Learn how to speak, write and improve body language for the workplace.</p>



JobNet will be closed from December 24 to January 2.

RESUME BUILDING
If you're not getting interviews, your resume needs work.

JOB SEARCH TECHNIQUES
If your job search feels overwhelming, get organized & motivated
