




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>			2 9:45 Orientation	3 10:00 Self-Paced Computer Training	4 Computer Tutor By appointment	<p><u>ART OF INTERVIEWING</u> You only have one shot at doing it right. Are you prepared, confident & ready?</p> <p><u>ATTITUDE POWER</u> Learn how your attitude affects the impression you make.</p> <p><u>EFFECTIVE COMMUNICATION</u> Learn how to speak, write and improve body language for the workplace.</p> <p><u>RESUME BUILDING</u> If you're not getting interviews, your resume needs work.</p> <p><u>JOB SEARCH TECHNIQUES</u> If your job search feels overwhelming, get organized & motivated</p>		
			7 9:45 Orientation 10:00 Self-Paced Computer Training	8 12:30-3:00 WORD Part 1	9 9:45 Orientation 11:00 Attitude Power		10 10:00 Self-Paced Computer Training 12:30-3:00 WORD Part 2 2:00 Job Search Techniques	11 Computer Tutor By appointment
			14 9:45 Orientation 10:00 Self-Paced Computer Training 12:00-2:30 EXCEL Part 1	15	16 9:45 Orientation 12:00-2:30 EXCEL Part 2		17 10:00 Self-Paced Computer Training 10:00 Resume Building	18 Computer Tutor By appointment 10:00-12:00 MAXIMIZING LINKEDIN
			21 9:45 Orientation 10:00 Self-Paced Computer Training	22 9:45-12:00 LINKEDIN 101 12:30-3:00 POWERPOINT 1	23 9:45 Orientation		24 10:00 Self-Paced Computer Training 12:30-3:00 POWERPOINT 2	25 Computer Tutor By appointment 9:30 Effective Communication
			28 9:45 Orientation 10:00 Self-Paced Computer Training 10:00 Art of Interviewing 1	29 1:00-2:00 TAKING CONTROL OF YOUR DEBT	30 9:45 Orientation		31 10:00 Self-Paced Computer Training 10:00 Art of Interviewing 1	
Orientation Required before Participation								