

March 2019

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METRO #84, #25, #82

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Free Workshops & Computer Training

Hours

Mon – Wed

9:00am - 3:00pm

Thur

9:00am - 5:00pm

Fri

9:00am - 1:00pm

Computers	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	Workshops
<p>COMPUTER HELP Tutors are available to address your goals regarding internet, email, online job search, basic computer skills and more.</p> <p>COMPUTER CLASSES These courses teach beginner and intermediate concepts. If you need to upgrade your skills for the workplace, register at the front desk.</p> <p>LINKEDIN Conduct your job search using the primary source for recruiters.</p> <p>CHOOSING A NEW CAREER Use your skills in other occupations. Explore options for finding your best career.</p>	<p>***Orientation Required Before Participation***</p>				1	<p>ART OF INTERVIEWING You only have one shot at doing it right. Are you prepared, confident & ready?</p> <p>ATTITUDE POWER Learn how your attitude affects the impression you make.</p> <p>EFFECTIVE COMMUNICATION Learn how to speak, write and improve body language for the workplace.</p> <p>RESUME BUILDING If you're not getting interviews, your resume needs work.</p> <p>JOB SEARCH TECHNIQUES If your job search feels overwhelming, get organized & motivated</p>
	4	5	6	7	8	
	<p>9:45 Orientation 10:00 Self-Paced Computer Training 11:00 Art of Interview Part 1</p>		<p>9:45 Orientation 11:00 Attitude Power</p>	<p>10:00 Self-Paced Computer Training 11:00 Art of Interview Part 2</p>	<p>Computer Tutor By appointment</p>	
	11	12	13	14	15	
	<p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>10:00 Resume Building 12:30-3:00 WORD Part 1</p>	<p>9:45 Orientation 1:00-3:00 CHOOSING A NEW CAREER</p>	<p>12:30-3:00 WORD Part 2</p>	<p>Computer Tutor By appointment</p> <p>9:30 Effective Communication</p>	
18	19	20	21	22		
<p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>12:30-3:00 EXCEL Part 1</p>	<p>9:45 Orientation</p>	<p>10:00 Self-Paced Computer Training 12:30-3:00 EXCEL Part 2</p>	<p>Computer Tutor By appointment</p> <p>9:45-12:00 MAXIMIZING LINKEDIN</p>		
25	26	27	28	29		
<p>9:45 Orientation 10:00 Self-Paced Computer Training</p>	<p>1:00-2:00 IMPROVING YOUR FINANCIAL POSITION 12:30-3:00 POWERPOINT 1</p>	<p>9:45 Orientation</p>	<p>10:00 Self-Paced Computer Training 12:30-3:00 POWERPOINT 2</p>	<p>Computer Tutor By appointment</p>		